TIMEWORKS

Publisher™ 2

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Software Products

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1: Introduction

Welcome to Timeworks Publisher

With Timeworks® Publisher™ installed on your personal computer, you will enter the world of desktop publishing. Timeworks Publisher gives you the power to design your own documents without all the cost and delay of using a print shop. These are just some of the documents to which you can give a professionally typeset appearance:

- newsletters

- fliers

- invoices

- catalogues

- presentations

- brochures

- manuals.

How Timeworks Publisher works

First you'll decide on your page size and how many columns you want on each page. Then you can fine-tune the combination of fonts, text styles, and type sizes you want to use. Next, how about sizing your pictures and maybe adding some captions and graphics to them? And when your document is finally laid out in just the way you want it you can print it out.

You won't have to waste any paper doing test runs, either, because Timeworks Publisher is fully **WYSIWYG**. That means that **W**hat **Y**ou **S**ee on screen **I**s **W**hat **Y**ou **G**et when you print your documents out. Not only that, but Timeworks Publisher is versatile enough to use text and pictures from some of the most popular word processing and art programs on the market. So you can continue to use your favourite word processor and drawing or painting package alongside Timeworks Publisher.

Frames

The first step in creating a document is to draw rectangular frames on your page. Frames are not printed out, but act as "containers" for text and graphics. You can have up to 100 frames on a page, and they can be any size you want. When you move a frame, the text and graphics contained within it will move along with it.

Text

You can create text with any of the word processors listed by Timeworks Publisher and load it straight into a document for typesetting. Or if you've got a different word processor, you can load in plain format ASCII text. When you've loaded your text in, Timeworks Publisher not only includes word processing features that let you edit your text on screen, but also hyphenates your text automatically.

Paragraph styles

With your text on screen, you can begin creating styles for the different types of paragraph in your document. Each paragraph style takes care of a host of typographical and layout features such as justification, bullets, indents, tab points, and much more. Once you've defined a paragraph style (say for a heading), you can use it over and over again to make the headings in *all* your documents look consistent.

Graphics

As well as text, you can include pictures in your document from any of the graphics programs listed by Timeworks Publisher. Once a picture is loaded into a frame, you can edit it (if it is an image file), then add captions, boxes, lines, arrows, and so on using Timeworks Publisher's drawing tools.

Style sheets

The key to putting all of this together to create a document is the style sheet. The style sheet is the "template" for the document, and contains all the page layout information and the paragraph styles. Timeworks Publisher combines your text and pictures with the style sheet to create a particular document. By using the same style sheet, you can ensure that all of your documents have a consistent format.

How to use this manual

This manual accompanies Timeworks Publisher and is here to help you get the best from the program:

■ The *Installation guide* explains how to install Timeworks Publisher. The *Guided tour* will give you a quick introduction to Timeworks Publisher.

■ *Laying out your document* and *Working on your document* provide detailed information on how to use all the features in the program. *Menu commands and keyboard shortcuts* contains an exhaustive list of all the menu commands and keyboard shortcuts which are available with Timeworks Publisher.

■ *Hints and tips* provides advice on how to design your documents and how to create special effects by using Timeworks Publisher.

■ The *Reference section* contains more technical information which you may wish to refer to when using Timeworks Publisher.

■ A glossary of desktop publishing terms is provided towards the back of this manual. You can refer to it if you come across a term in this manual that you do not understand.

■ The sample style sheets supplied with Timeworks Publisher are illustrated at the end of this manual.

When you've mastered the basic techniques involved in using Timeworks Publisher, you'll be ready to start producing sophisticated typeset documents of your own.

| NOTE | The illustrations and examples in this manual show screens as they appear with Timeworks Publisher installed on a Mega 4 ST computer with a SM 124 monochrome screen and a variety of printers. If you have a different installation, your screen may not look exactly the same. |

Using the mouse

The following terms are used in this manual to tell you to do something with the mouse:

Click   Press and quickly release the
                         left mouse button once

Double-click   Click the left mouse button
                         quickly twice

Shift-click   Hold down (SHIFT) as you
                         click the left mouse button
                         once

Drag   Hold down the left mouse
                         button and move the mouse

Select   Position the mouse pointer
                         and click the left mouse
                         button.

You can use the Timeworks Publisher keyboard shortcuts in conjunction with the mouse. For more information about these shortcuts, see Chapter 6 entitled *Menu commands and keyboard shortcuts*.

Keyboard conventions

This manual represents keys on the computer keyboard like this: (RETURN). Sometimes you will need to hold down one key while you press another one, e.g. hold down (ALT) and press **S**. This is shown as (ALT) **S**.

Text which you need to type while using Timeworks Publisher appears as follows:

```
Type this text
```

Many of the menu commands in Timeworks Publisher have three dots ... after them, indicating that these commands lead to a form. The **Go to page...** command is one example. To make this manual easier to read, these dots have been left out of the text.

What you will need

In order to use Timeworks Publisher, you will need the following:

■ An Atari™ ST, STFM, STE, TT or Mega ST, STE

■ An ST or TT monitor in medium or high resolution mode. For the best results on an ST, use Timeworks Publisher in high resolution on a monochrome monitor. For the best results on a TT, use Timeworks Publisher in TT High resolution mode.

■ At least 0.5 Mbytes of memory and one double-sided disk drive

■ A printer supported by Timeworks Publisher (refer to the *Installation guide* for more details).

Information about how to install Timeworks Publisher on your computer is contained in Chapter 2, *Installation guide*.

Profile of new features

Timeworks Publisher 2.0 provides a wide range of new features and enhancements which were not available in earlier versions. For the benefit of people already familiar with Timeworks Publisher, this section briefly outlines these new features. Full details of how to use all the features in Timeworks Publisher are provided in Chapter 4, *Laying out your document* and Chapter 5, *Working on your document*.

Text imports

Text files can now also be imported from Protext™, Le Rédacteur©, and ST Word™.

Timeworks Publisher can import text from any program which can save text files in the format of one of the word processors or formats listed on the **Import Text** form.

Picture imports

Pictures can now also be imported in TIFF, PCX and EPS format and from DeluxePaint® 2.

NOTE   Pictures imported from DeluxePaint 2 must have been saved within DeluxePaint 2 using the .IFF Byte Run Compression option.

Saving default information

You can use **Set defaults** in the **Options** menu to save default information for future work. Default settings which can be saved include directory paths for DTP files, style sheets, picture and text files; picture and text formats; view size; whether to show or hide tools, rulers, pictures, frames & columns and whether to use .BAK files.

Creating custom paper sizes

You can create custom paper sizes up to 22.5 inches square on the **Page Format** form.

Page number formats

Page numbers can be represented in five alternative formats including uppercase and lowercase roman numerals and letters of the alphabet.

Adding and deleting several pages

Use **Add pages** and **Delete pages** in the **Page** menu to add or delete several pages in one operation.

Automatic text flow

When you import a story you can use **Autoflow text** in the **Text** menu to automatically place the whole story in the document.

Naming text

Text typed directly into a document can be named. This is useful if the text is to be flowed into another frame or exported and used in another document.

Exporting text

Named text can be exported in ASCII format for further editing within a word processor before being imported into another document.

Automatic backup

You can arrange for Timeworks Publisher to save your document automatically or give you a warning that it is time to save your document.

Using tabs

Improved tab handling includes the automatic setting of all fourteen tabs to the default, setting tabs *either* by width *or* position, and copying a tab setting to all tabs.

Text styles

More text styles are provided, e.g. box, rounded box and strikethrough.

Defining frame borders

You can use **Define border** on the **Repel Text** form to flow text irregularly around a frame, creating interesting effects.

Frame grouping

Several frames can be selected as a group and manipulated as though they are one item. Frames can be cut, copied, pasted, moved and resized in groups. You can use **Select all** in the **Edit** menu to select all the frames on the current page.

Printing

You can install up to four printers simultaneously. On the **Print** form, you can choose whether or not to print the pictures in your document.

PC compatibility

Timeworks Publisher is available for both ST and PC computers. Timeworks Publisher for the ST can load files which have been created in Timeworks Publisher for the PC (and vice versa). For example, if you use Timeworks Publisher on a PC at work and have Timeworks Publisher on an ST at home, you can work on the same files using either your PC or ST computer.

NOTE Timeworks Publisher ST may not correctly display Bezier curves that are contained in DTP files which have been created on the PC version of Timeworks Publisher.

Summary

This chapter introduced you to Timeworks Publisher, providing information about the concepts involved in using the program and outlining the new features in this version. The next chapter guides you through the procedure of installing Timeworks Publisher on your computer.

2: Installation guide

Installing Timeworks Publisher

You need to install Timeworks Publisher on your ST before you can start using the program. Please take the time to read through this chapter carefully because it guides you through all the stages of the installation procedure.

When you have installed Timeworks Publisher you will be ready to run FONTWID. FONTWID calculates the widths of the characters in the fonts which you intend to use. You will not be able to use Timeworks Publisher until you have run FONTWID.

Before you start

Before you start the installation procedure, you are strongly advised to do the following:

- Read this chapter thoroughly.

- Make backup copies of the Timeworks Publisher program disks supplied. Refer to your Atari User manual for details of how to make backup copies of floppy disks. Store the original program disks in a safe place and use the copies for the installation procedure.

- For a floppy disk installation using one or more double-sided (720 Kbytes) drives, you will need three blank formatted double-sided disks which you should label STARTUP & OVERLAYS, FONTS and DATA.

- For a hard disk installation, make sure you have at least 2 Mbytes of free space on your hard disk.

NOTE	Timeworks Publisher is supplied with GDOS 1.1. This version will not be installed if a version of GDOS already exists in your AUTO folder.

Assumptions

The instructions in this manual assume that the floppy disk drive you use to install Timeworks Publisher is drive **A:** and the hard disk drive is drive **C:**. If your drives are represented by different letters, please substitute them accordingly in the instructions that follow.

Are you upgrading?

You may have an earlier version of Timeworks Publisher and be upgrading to this version. To upgrade, you must complete the full installation procedure which is described below. The old program files will be replaced by the new ones.

Before you begin to install the new version of Timeworks Publisher, make sure that none of the files in the \PUBLISH folder is write-protected.

We suggest that you copy any files in the \PUBLISH\DTP, \PUBLISH\STORIES and \PUBLISH\PICTURES folders onto a floppy disk if you wish to continue working with them in the new version of Timeworks Publisher. You should also make copies of any additional fonts in the \PUBLISH\GEMSYS folder. When you have completed the installation procedure, copy the files back into the appropriate folders.

Installing on a hard disk system

The main advantages of using a hard disk are the great improvement in Timeworks Publisher's operating speed and the ability to work with much larger document files.

We recommend that you install Timeworks Publisher on a hard disk if you intend to create and edit long documents. A hard disk installation is also preferable if you are using scanned images because you will need more disk space. For example, the image of a full A4 page scanned at 300 dots per inch can occupy up to 1 Mbyte of disk space!

Installing on a floppy disk system

You can use Timeworks Publisher with one or more floppy disk drives if your ST does not have a hard disk. However, there will be some limitation on the size of document you can create and the speed at which Timeworks Publisher operates.

When using Timeworks Publisher with a single floppy disk drive, messages will be displayed on screen to prompt you to change disks at the appropriate points.

When operating with two floppy disk drives, drive **A:** is used for the STARTUP & OVERLAYS disk and drive **B:** is used for the FONTS disk and DATA disk.

Installing step by step

At all times during the installation procedure you should follow the instructions displayed on the screen. The steps below guide you through installing Timeworks Publisher:

1. From the desktop, insert the backup copy of **Master Disk 1** into drive **A:** and open a window on the desktop to display the files on the disk.

2. Double-click on INSTALL.APP to start the installation procedure. A form is displayed listing the choice of drives on which you can install Timeworks Publisher.

3. Click on the disk drive on which you wish to install Timeworks Publisher and press (RETURN) to continue.

4. Now choose whether you are installing Timeworks Publisher for the first time or whether you want to modify an existing installation. Click on the appropriate option and press (RETURN) to continue.

5. On the next form you can choose whether to change your screen setup and whether to install the additional fonts which are supplied with Timeworks Publisher. Your screen setup is automatically assumed to be the same mode that the screen is in during this installation procedure.

NOTE   If you have a 520 ST you are advised not to install the additional fonts because they will occupy valuable memory and disk space.

6. Select the options for your printer setup. When you highlight an option, a list of compatible printers is displayed below the form. If your printer setup does not match any of the options provided, choose the closest option.

7. When you have selected a printer, you can check that the printer is connected to the correct port by printing a test page. Click on **Test printer** to send a test page to the printer.

NOTE You must install at least one printer in order for Timeworks Publisher to work correctly. If you select the same output port for more than one printer, a message is displayed on screen advising you that a printer is already connected to that port.

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8. If you install a printer by mistake, you can remove it by highlighting the **Remove printer** option. A list of the printers which are currently selected is displayed. Highlight the printer that you wish to remove and press (RETURN) to remove the printer.

9. When you are satisfied that you have selected the correct options for your system, highlight the **Save this setup and install** option. Timeworks Publisher will then be installed for your chosen setup. Follow the instructions on screen for disk changes. You may not be required to insert each disk.

You can cancel the installation procedure without installing Timeworks Publisher by selecting the **Abort** option. A message will warn you that Timeworks Publisher will not be installed if you abort the installation procedure.

Running **FONTWID**

When the installation is complete, you must run
FONTWID. FONTWID measures the widths of each of the
characters in the fonts which are available for your chosen
screen and printer setup. Follow the steps below to run
FONTWID:

1. Open a window for the \PUBLISH folder if you have
    installed Timeworks Publisher on a hard disk or the
    FONTS disk if you are using a floppy disk system.

2. Double-click on FONTWID.APP. A form is displayed
    listing the printers which you have installed for
    Timeworks Publisher.

3. Highlight the printer which you wish to print to and
    press (RETURN). A series of messages will be displayed
    as the widths of each font is calculated.

When FONTWID has finished, you will be prompted to
restart your ST system. At this stage you will have the
STARTUP disk in drive **A:** and the FONTS disk in drive **B:**
(twin disk systems only).

You may have installed more than one printer for use with
Timeworks Publisher. You must run FONTWID again to
print to one of the other printers that you have installed.
Follow the steps above to run FONTWID again and select
the appropriate printer.

Configuration notes

The performance of Timeworks Publisher depends on the ST equipment (known as "hardware") on which it runs. This section describes hardware related operating procedures and restrictions.

Memory requirements

Timeworks Publisher has its own virtual memory system which holds on disk those sections of the program, documents and fonts that are not currently in use. The more memory you have, the fewer the number of disk accesses required and the faster the program runs, because Timeworks Publisher only uses program overlays and data slaving when it is short of memory.

Changing your installation

If you change your equipment at some time in the future, or if you make a mistake during installation, you will need to repeat the installation procedure again. This is especially likely to occur if your equipment does not exactly match the options offered in the installation program. You may have to experiment by installing different combinations. To change your installation run INSTALL and select the **Modify existing installation** option. Make the changes that you require and run FONTWID again after the installation has been completed.

Using desk accessories

Timeworks Publisher is a large program. You are therefore recommended not to use desk accessories such as the Control Panel with a 520 ST.

NOTE   The STARTUP disk created will not load any desk accessories unless you have a hard disk. If you have a 520 ST with a hard disk, you should disable any accessories on drive **C:** by renaming them or copying them to another disk or folder.

Starting Timeworks Publisher

After you have installed Timeworks Publisher and run FONTWID you can start the program. The way you do this will vary depending on your hardware configuration.

With one floppy disk drive

1. Put your STARTUP & OVERLAYS disk in drive **A:** and reset the system.

2. From the desktop, open a window for your STARTUP & OVERLAYS disk.

3. Double-click on PUBLISH.APP.

4. Follow the screen instructions for other disk changes.

NOTE   You should **never** remove the STARTUP & OVERLAYS disk from drive **A:** unless prompted to do so.

With two floppy disk drives

1. Put your STARTUP & OVERLAYS disk in drive **A:**, your FONTS disk in drive **B:** and press the reset button.

2. From the desktop, open a window for your STARTUP & OVERLAYS disk.

3. Double-click on PUBLISH.APP.

4. Follow the screen instructions for other disk changes.

NOTE You should *never* remove the STARTUP & OVERLAYS disk from drive **A:** once the program has loaded because Timeworks Publisher needs the disk at all times for program and data overlays. However, when the program is idle it is safe to change your DATA disk in drive **B:**. You can have as many DATA disks as you like.

With a hard disk

1. From the desktop, open a window for your \PUBLISH folder on the hard disk.

2. Double-click on PUBLISH.APP.

The Timeworks Publisher desktop is displayed.

Some notes on printers

Most matrix printers support Epson™-compatible 9-pin or 24-pin graphics. For non-Epson matrix printers, choose the appropriate 9-pin or 24-pin Epson driver.

Hewlett-Packard LaserJet II™ printers can be installed for either 150 or 300 dots per inch. Timeworks Publisher is provided with drivers for both resolutions, but will only operate successfully at 300 dots per inch if your printer has enough memory for a full page.

A full page of data at 150 dots per inch requires around 256 Kbytes of data and this increases to around 1 Mbyte at 300 dots per inch. So if your high resolution printer is being driven from your ST printer port, it will take around three minutes to print a page at 150 dots per inch, and up to twelve minutes at 300 dots per inch, depending on page density.

These timings do not apply to the Atari laser printer or to PostScript® printers. The Atari printer is driven by Direct Memory Access which by-passes the printer port and enables much faster data transfer speeds. PostScript printers are also faster when printing text because their fonts are held internally and do not need to be sent from the ST.

Fonts and point sizes

The number of fonts and point sizes supported on your system depends on the type and resolution of your printer and the memory size of your ST. Postscript printers can print character sizes ranging from 3 points to 250 points in one point increments.

Program-generated bold, italic, bold-italic and outlined variants of the available fonts can also be displayed and printed. However, PostScript printers can only print Zapf Chancery in italic and cannot print Courier in the outlined style.

Adjusting the printing position

When the page is printed on the paper the print area may not be properly aligned with the paper. This misalignment is part of the print mechanism and is different for every printer. The steps below describe how you can adjust the printing position for Timeworks Publisher:

1. Start Timeworks Publisher.

2. Click on **Open** in the **File** menu. Select TESTCARD.DTP which you will find in the DTP folder on your DATA disk or in the \PUBLISH folder on your hard disk.

3. If the rulers are not displayed on screen, click on **Show rulers** in the **Options** menu.

4. Click on **Print** in the **File** menu to print TESTCARD.DTP.

5. When TESTCARD.DTP has been printed, measure how far up and to the left (or down and right) the print position should move so that the position indicated by the screen rulers matches those on the printed page.

6. Click on **Set column guides** in the **Options** menu and enter the values you measured into the **Vertical page offset** and **Horizontal page offset** fields. Click on the + symbol to change it to - and vice versa. A + measurement will adjust the printing position up or left, while a - measurement will adjust it down or right.

7. Click on **OK** then print the document again and repeat the process until the print area and paper align suitably.

8. Click on **Save** in the **File** menu to save TESTCARD.DTP with the new page offsets.

When you are happy with the print position, it is a good idea to modify DEFAULT.STY so that all new documents have the correct print position. Follow the steps below to modify DEFAULT.STY:

1. Click on **New** in the **File** menu. A message is displayed asking if you wish to load a style sheet. Click on Yes. An Item Selector is displayed.

2. Select DEFAULT.STY which you will find on your OVERLAYS disk or in the \PUBLISH folder on your hard disk.

3. Click on **Set column guides** in the **Options** menu
    and enter the appropraite position adjustments into the
    Vertical page offset and **Horizontal page offset**
    boxes.

4. Click on **Save style sheet** in the **File** menu and save
    the style sheet as DEFAULT.STY, overwriting the
    existing DEFAULT.STY.

Now every time you create a new DTP document
Timeworks Publisher will use this style sheet by default, so
your documents will be printed at the correct position on
the page.

Appendix

This appendix lists some printers which are compatible
with the printer options that are offered during the
installation procedure. There are more printer model
variations than can be listed here. However, many printer
models are largely the same - only the names are different.

If you cannot find your printer in the following list, try
contacting your printer's manufacturers. Simply ask them
which of these printers yours is compatible with.

Epson FX/Epson 9-pin

The following Okidata Printers were manufactured as either Standard or IBM models. Timeworks Publisher will only support the IBM type. The printer model can be determined by running the printer's self test. If yours turns out to be a Standard model, replacement IBM type ROMs are available from Okidata.

Okidata 92, 93, 84, 180 (FX model), 182, 182+, 192, 192+, 193, 193+, 292, 293, 294, Okimate 20 (black)

Panasonic KX-P1080, P1080i, P1091, P1091i, P1092, P1092i, P1093, P1592, P1595

Star SG-10 & 15
Star SD-10 & 15
Star SR-10 & 15
Star ND-10 & 15
Star NR-10 & 15
Star NL-10 & 15
Star NP-10 & 15
Star NX-10 & 15
Star NX-1000

Epson 24-pin Printers (180 dpi)

Okidata 390, 391 & 393
Panasonic KX-P1524
Star NB-15
Star NB24-10 & 15

Hewlett Packard Laserjet Plus (150 dpi)

Panasonic KY Laser
Okidata Laserline 6

Hewlett Packard Laserjet 2 (300 dpi)

Star Laserprinter 8
Epson GQ 5000

PostScript Laser Printers

AST TurboLaser P/S
IBM Personal PagePrinter (PostScript)

Summary

This chapter has described how to install Timeworks Publisher on your ST. When you are ready, work through Chapter 3, *Guided tour* for a quick introduction to using Timeworks Publisher. Chapters 4 and 5 provide details of how to use all the features available in Timeworks Publisher.

3: Guided tour

If you are a newcomer to desktop publishing, work through this chapter for a quick guided tour through the basic features of Timeworks Publisher. The *Guided tour* is divided into four lessons:

■ **Lesson 1** Creating a document

■ **Lesson 2** Working with text

■ **Lesson 3** Using paragraph styles

■ **Lesson 4** Adding pictures

All four lessons contain precise directions for each step you must take, but don't hesitate to try out ideas of your own too. However, if you do, make sure you remember where you left off so that you can finish the *Guided tour* later.

Many of the Timeworks Publisher menu commands have keyboard shortcuts. This means that you can use the keyboard instead of clicking on that command in the menu. If a keyboard shortcut exists, it will be displayed next to the command in the menu. For simplicity this *Guided tour* does not use these shortcuts.

Starting Timeworks Publisher

If you haven't installed Timeworks Publisher yet, do it now! Once you have installed Timeworks Publisher and used FONTWID to create your font widths file, you can start the program. How you do this will depend on your hardware configuration. You will find instructions on installing and starting the program in the *Installation guide*.

How to get help

Timeworks Publisher provides on-screen help information at any point in the *Guided tour* if you move the mouse to the **Help** menu and click on one of the topics. You will see a form like this in the middle of the screen:

Help information
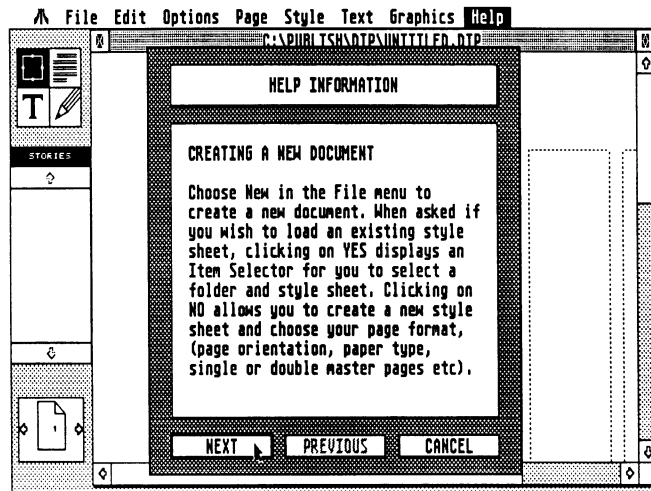
Click on **Next** or press (RETURN) to look at the next page of **Help** text, and click on **Previous** to look at the preceding page.

NOTE Pressing (RETURN) always has the same effect as clicking on a button which has a heavy black border.

Once you have read as much of the help text as you want, remove the form by clicking on **Cancel**.

Lesson 1: Creating a document

Whenever you load Timeworks Publisher, the program starts up in Frame mode. Notice how the mouse pointer changes to an icon that looks like an open cross when it is moved into the work area. If you look at the *toolkit* in the top left-hand corner of the screen, you will see that one of the boxes is highlighted in "reverse video" to show that you are in Frame mode:

Frame mode
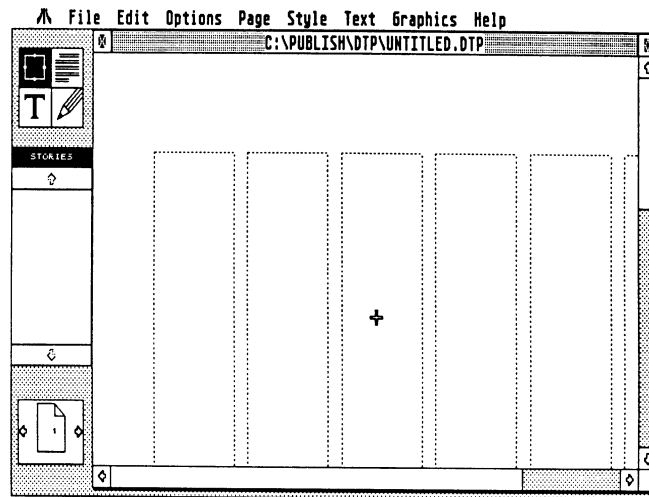
NOTE	If you are not sure about any of the terms used in this manual (such as "reverse video"), look them up in Chapter 9, *Glossary of DTP terms*.	

Timeworks Publisher starts up in Frame mode because the first step in creating a document is to draw the frames which will hold your text and pictures. In this *Guided tour* you are going to create a one-page document containing text and a picture.

Loading a style sheet

One way of starting a new document is to load a *style sheet* from disk. The style sheet contains information relating to paper size, master pages, margins and paragraph styles. You can think of the style sheet as the "template" for your entire document, while the master page acts as a template for any new pages you add to the document.

Let's start by loading a style sheet from disk:

1. Click on **New** in the **File** menu. A message is displayed asking if you wish to load a style sheet.

2. Click on Yes. An Item Selector is displayed for you to select a style sheet from a folder.

3. Make sure DEFAULT.STY is selected then click on **OK**.

NOTE   If you want to know more about Item Selectors and folders, please refer to the section about the GEM desktop in the manual that was supplied with your computer.

Displaying the master page

If you want all the pages in your document to have the same layout, it is a good idea to draw your frames on the *master page*.

To display the master page, click on **Go to page** in the **Page** menu. When the form appears, click on the tick to the right of **Go to master page**. The master page is displayed on screen, and the *page icon* at the bottom left-hand corner of the screen shows that the current page is the master page.

You may only be able to see part of the master page on screen. The part of the page that you can see depends on what view size you are using. Move the mouse pointer up to the **Page** menu. One of the view sizes is marked. To see the whole master page, click on **Full page** in the **Page** menu. The screen should now look like this:

Full page view
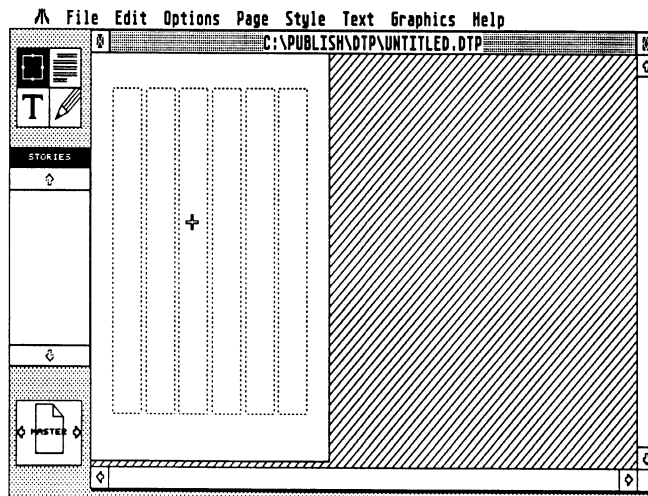
The master page has six dotted boxes on it called *column guides*. The column guides are there to help you draw frames and position them precisely. In this lesson, you're going to draw three frames on the master page, each one the same size as two of the column guides.

Drawing frames

To draw Frame 1, position the mouse pointer at the top left-hand corner of the first column guide. Now drag the mouse pointer to the right and down to create a frame which covers the first two column guides.

When you have drawn Frame 1, draw a second identical frame across the middle two columns. The illustration shows you Frame 1 in place, and Frame 2 being drawn:

Drawing frames
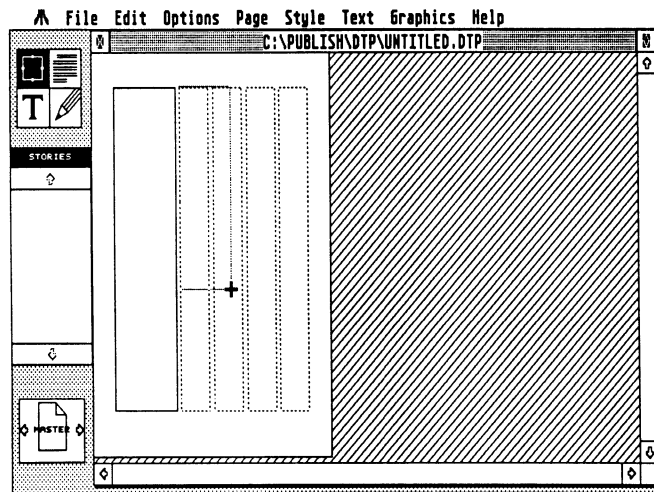
You've now drawn two of the frames. The three frames on this page will be identical, so why not try making a copy of one of these frames instead of drawing the last one?

Copying and moving frames

First, make sure that one of the frames is selected by clicking the mouse pointer on it. A frame is selected when it has eight little boxes called "handles" around its edges, as illustrated below. Click on **Copy** in the **Edit** menu to make a copy of the selected frame, then click on **Paste** in the same menu to paste it onto the page. The copy is pasted on top of and overlapping the original frame.

To move the copied frame into position over the two right-hand column guides, position the mouse pointer within the frame then press and hold down the left-hand mouse button. When the "grabber hand" appears, drag the frame into position and release the mouse button:

Copying and pasting a frame
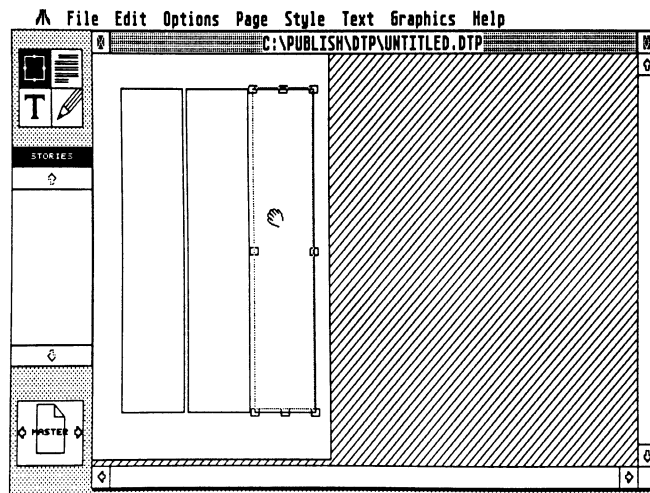
Sizing frames

You can change the size and shape of a frame by using its handles. Simply position the mouse pointer on one of the handles, then drag the frame by the handle (the mouse pointer now changes into a pointing finger) until it is the size and shape you want:

■ Dragging a corner handle will reduce or enlarge the frame *both* vertically *and* horizontally

■ Dragging a centre handle will lengthen or shorten the frame *either* vertically *or* horizontally, depending on which handle you use.

Inserting a page

Now that you have created your master page, you are ready to insert a blank working page into your document. To do this, click on **Go to page** in the **Page** menu. When the form appears, type in 1, then click on **OK** or just press (RETURN) to go straight to page 1. You'll see that Timeworks Publisher has already added a copy of the master page for you:

The first page

```
Ʌ  File  Edit  Options  Page  Style  Text  Graphics  Help
```

C:\PUBLISH\DTP\UNTITLED.DTP
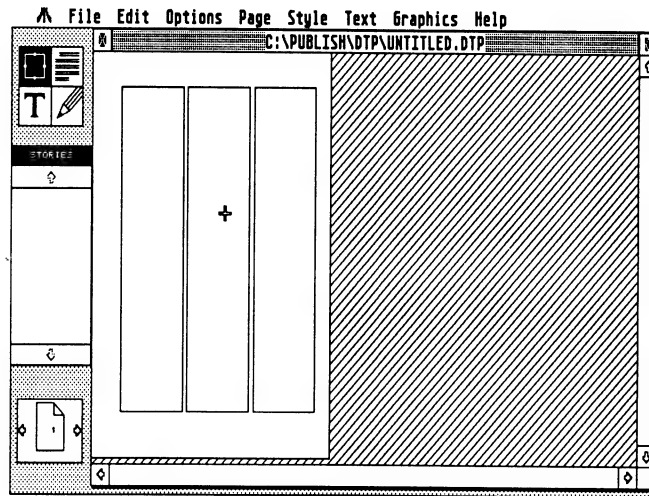
Summary

In this lesson, you drew the frames on your master page and inserted a blank working page into your document. In the next lesson, you'll import a story from disk and edit it before adding a headline.

NOTE   The first page must be displayed before you begin Lesson 2 because you cannot import a story onto the master page.

Lesson 2: Working with text

Now that you have drawn your frames, you can load in or "import" text or pictures created with another program, such as a word processor or a painting program. In this lesson, you're going to import a text file or "story" created with 1st Word Plus.

Importing a story

Follow these steps to import the story into your document:

1. Click in the hatched area to the right of the page to deselect any selected frames.

2. Click on **Import text** in the **File** menu.

3. When the form appears, make sure **1st Word Plus** is selected then click on **OK** or press (RETURN).

4. Select EXAMPLE.DOC in the \PUBLISH\STORIES folder by clicking on it.

5. Click on **OK** or press (RETURN) to load EXAMPLE.DOC. After a few moments the name of the story is displayed in the browser.

NOTE   The browser is a list of all the text files (stories), drawn pictures (line-art), and painted pictures (images) which have been imported into the document.

6. Now click on Frame 1 to select it, then click on the story name EXAMPLE.DOC in the browser to pour as much of the story into it as it will hold:

Importing text
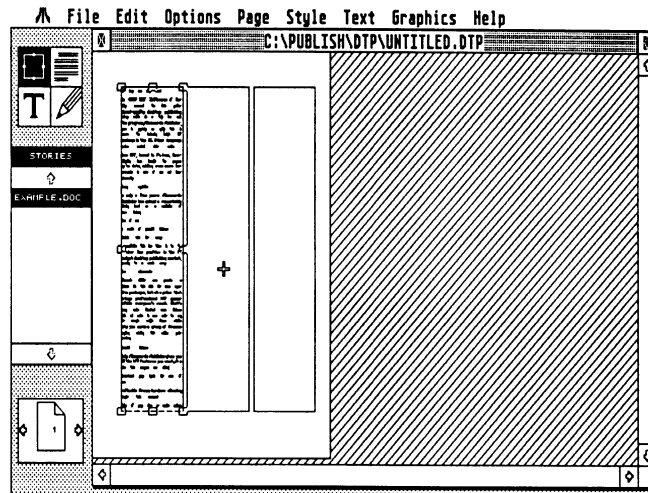
Try clicking on the title 'STORIES' at the top of the browser and notice how it changes to 'LINE-ART'. The browser is empty because you have not imported any line-art files into this document. Click again on the title and it will change to 'IMAGES'. Once again the browser will be empty. Now click once more on the browser title to return it to 'STORIES'.

You will notice that the bottom edge of Frame 1 is dotted. This means that there is more text than can fit in the frame. Select Frame 2 and click on EXAMPLE.DOC in the browser to pour the rest of the story into the frame.

Editing the story

Two of the three frames on the page now hold the story which you have just imported. Click on **Actual size** in the **Page** menu so that you can read it quite clearly. You will notice that the story has retained the text styles (bold, italic, etc.) inserted with 1st Word Plus.

NOTE **Actual size** gives you the most accurate view of the final printed page, because text is displayed on screen at approximately real size.

How about doing some simple text edits on the story? If you look closely at the top of Frame 1, you'll find the words "GST keep one step ahead".

Let's change the text to read "GST keep a step ahead" instead:

1. Switch to Text mode by clicking on its icon in the toolkit (the large capital T).

Notice how the Text mode icon is highlighted and the mouse pointer changes to an I with curly ends (called an I-beam) when you move it into the work area:

2. Click the mouse pointer on the word "one" to place the text cursor within it. (Move the mouse pointer out of the way so that you can see the text cursor.)

The text cursor is a thin vertical line which marks the place on the page where any text you type in will appear.

3. Use the arrow keys to position the text cursor just before the "o" of the word "one".

4. Delete the word "one" by pressing (DELETE) three times, then type an "a" so that the text becomes "GST keep a step ahead".

Editing the text in your DTP document does not change the original word processed file. If you have a lot of changes to make to your text, do the edits with your word processor *before* you import the story!

Typing in a headline

To finish off this lesson, how about adding an impressive looking headline at the top of the page?

1. First you need to draw a frame to hold the headline text. Go back to full page view by clicking on **Full page** in the **Page** menu, then switch back to Frame mode. Now draw a long thin frame across the top of the page so that it overlaps the other three frames:

Drawing the headline frame
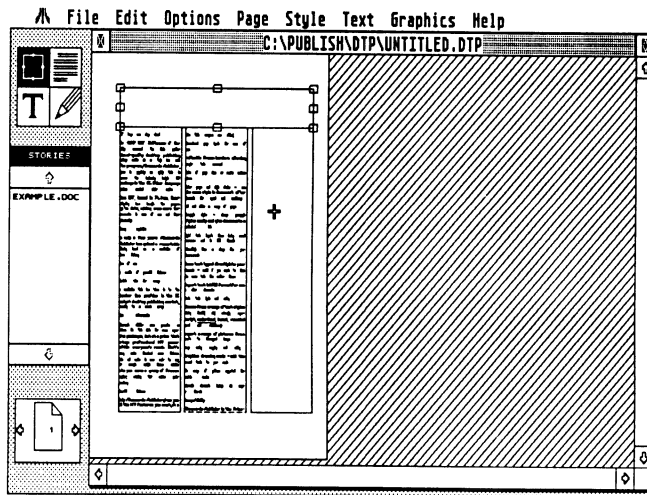
2. Select the frame and click on **Size & position** in the **Options** menu. The dimensions of the frame shown on screen are:

Horizontal position = 1 inch (2.54 cm)

Vertical position = 1 inch (2.54 cm)

Width = 6.77 inches (17.20 cm)

Height = 1.12 inches (2.85 cm)

3. Edit the dimensions of your frame by using the arrow keys to move the cursor into the appropriate box and enter the dimensions above.

4. When the dimensions match those given above, click on **OK** to remove the **Size & Position** form and apply the dimensions to the frame.

Why not add a distinctive border to your headline frame? Make sure the headline frame is selected, then click on **Frame border** in the **Options** menu. When the form appears, select the double-line border style and click on **OK**.

Now you can type in the headline text itself. To see what you're typing, click on **Actual size** in the **Page** menu. Switch back to Text mode and click inside the headline frame to place the text cursor in it. Type in the words:

```
Timeworks Publisher
```

The screen should now look like this:

Typing in a headline
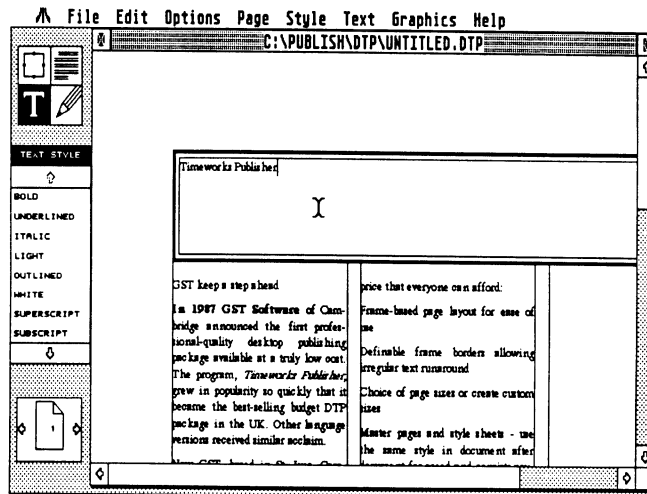
Don't worry about the appearance of the headline at this stage. In the next lesson, you'll learn how to make it bigger, centre it in the frame, and so on.

Styling a block of text

To round off this lesson let's style a block of text in italic. We'll look at how to style whole paragraphs of text in the next lesson.

To style a block of text:

1. In Text mode, drag your text cursor from the start of the word "best-selling" in the second paragraph to the end of the word. The marked block is displayed in reverse video.

If you make a mistake, unmark the block by clicking anywhere in the work area or by starting to mark the block again.

2. With the block of text still highlighted, click on **Italic** in the browser. The block of text is now in italics:

Styling a block of text
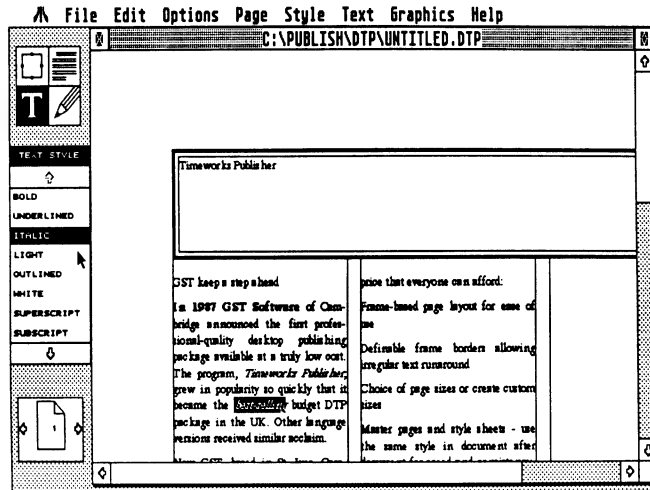
3. Click the mouse pointer anywhere within the page area to unmark the block.

Summary

In this lesson, you imported a 1st Word Plus story, "poured" it into two of the frames, and edited it. You also drew a banner frame, typed a headline into it and restyled a block of text. In the next lesson, you'll learn how to work with paragraph styles.

Lesson 3: Using paragraph styles

Every paragraph of text in a Timeworks Publisher document is tagged with a single *paragraph style*. The paragraph style controls the appearance of the text including:

- The *typeface* used for the text e.g. Sans or Serif

- The *point size* of the text e.g. 12, 18 or 36

- Whether the text is *hyphenated*

- The *justification format* e.g. flushed left or centred

- The *style* of text e.g. **bold**, *italic* or ***bold italic***.

How do you know what a paragraph looks like? The answer is that a paragraph can be anything from a single character to a pageful of text, as long as you have separated it from the rest of the text by pressing (RETURN) at the end of it.

We've already said that each paragraph of text is controlled by one of the paragraph styles. As a result, whenever you change *any* of the features of a paragraph style, *all* of the paragraphs tagged with that style will automatically change along with it.

If you're a newcomer to desktop publishing, that may be a lot to take in at one go. Let's make it clearer by actually trying it out on your example document.

Changing font and point size

To begin with, switch to Paragraph mode by clicking on its icon in the toolkit. The icon looks like a small page of text. Notice how the Paragraph mode icon is now highlighted and the mouse pointer changes shape into a paragraph symbol ¶ when you move it into the work area.

Select a few of the paragraphs in the story by clicking the mouse pointer on them. Watch the list of style names in the browser at the same time. You will see that every paragraph in the story is tagged with the style called **Body text**. Let's try tagging some of the paragraphs with a different style and see what happens. Select the section heading "GST keep a step ahead" by clicking the mouse pointer on it, then click on the style name **Subhead** in the browser. The result should look like this:

Styling a paragraph

File Edit Options Page Style Text Graphics Help

C:\PUBLISH\DTP\UNTITLED.DTP

¶ STYLES

BODY TEXT
BULLET
HEADLINE
SUBHEAD

Timeworks Publisher

GST keep a step ahead

In 1987 GST Software of Cambridge announced the first professional-quality desktop publishing package available at a truly low cost. The program, *Timeworks Publisher*, grew in popularity so quickly that it became the *best-selling* budget DTP

Only *Timeworks Publisher* gives you all the DTP features you want, at a price that everyone can afford:

Frame-based page layout for ease of use

Definable frame borders allowing irregular text runaround

Choice of page sizes or create custom sizes

This section heading is now in 20 point Sans bold. Scroll down the page to repeat the tagging process with the other section headings:

■ Strong reputation

■ More enhancements

■ Powerful features

■ Compatibility.

NOTE You will need to pour the end of the story into Frame 3 before you can select the last of these headings. Switch back to Frame mode, select the third frame and click on the story name in the browser. The whole of the story is now displayed on the page and you can tag the final section heading "Compatibility".

How about emphasizing each of the small paragraphs in the "Stong reputation" section by highlighting the features with a bullet? You do this in the same way as you tagged the section headings. In Paragraph mode, select the following paragraphs and tag them with the **Bullet** paragraph style:

■ Ease of use

■ A wealth of powerful features

■ Excellent value for money.

Bullets

A screenshot showing a DTP application window:

```
 Ⱥ  File  Edit  Options  Page  Style  Text  Graphics  Help
▓▓▓▓▓▓▓▓ ▒═════════ C:\PUBLISH\DTP\UNTITLED.DTP ═════════▒

                    Strong reputation    the same style in document after
                                          document for speed and consistency

                    In only a few years  Timeworks
                                          Add and delete a range of pages
                    Publisher has gained a remarkable
                    following, based on a combination of
                                          Paragraph styles - change paragraph
                    three factors:
                                          styles easily and give documents a
                                          professional look
                      •   Ease of use
                                          Styled text import from leading word
                      •   A wealth of powerful
                                          processors and in ASCII format
                          features
                                          Automatically flow a story into your
                      •   Excellent value for money
                                          document

                    A combination that has taken it to
                                          Name text typed directly into your
                    the Number One position in the UK
                                          document - useful if you want to
                    budget desktop publishing market,
                                          flow the same text into another
                    according to a recent survey.
                                          frame

                                          Export text in ASCII format for use
                    More enhance-         in other documents

                    ments                 Direct text input and editing

                    Timeworks Publisher now presents a    Choose from a range of text styles
                    feature list that rivals far more    including bold, italic, ...
                    expensive packages, but at a price   ..., underlined, boxed, rounded
                                          boxed and strikethrough
```

Repeat the tagging process with as many of the
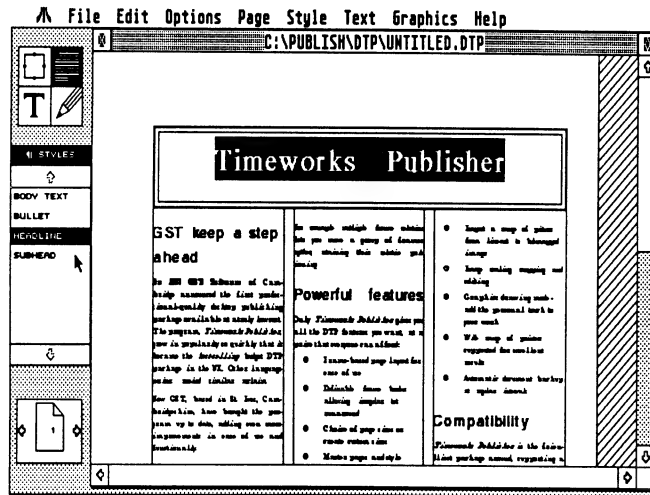paragraphs in the "Powerful features" section as you like.

Now let's tag the headline with its own paragraph style.
Bring the whole headline frame into view by clicking on
3/4 size in the **Page** menu, then scrolling up to the top
of the page. Tag the headline text with the style **Headline**.

The headline text is now in a large "display" point size, 36
point Serif bold:

Styling the headline

∧ File Edit Options Page Style Text Graphics Help

C:\PUBLISH\DTP\UNTITLED.DTP

Timeworks   Publisher

STYLES
BODY TEXT
BULLET
HEADLINE
SUBHEAD

Turning hyphenation off

The story you have imported is automatically hyphenated so that the spacing between words is even. Try turning hyphenation off for the paragraphs tagged with **Body text**:

1. Click on **Actual size** in the **Page** menu. Select a paragraph with a hyphenated word in it, e.g. "Cam-bridge" in the first **Body text** paragraph.

2. Click on **Paragraph style** in the **Text** menu.

3. When the **Paragraph Style** form appears, click on **Options**.

4. Turn **Hyphenation** Off, then click on **OK**.

5. When the **Paragraph Style** form reappears, click on **OK**.

Notice how the word "Cambridge" has been moved onto a new line, while the line it was on has had extra space inserted between the words to make it fully justified:

Turning hyphenation off
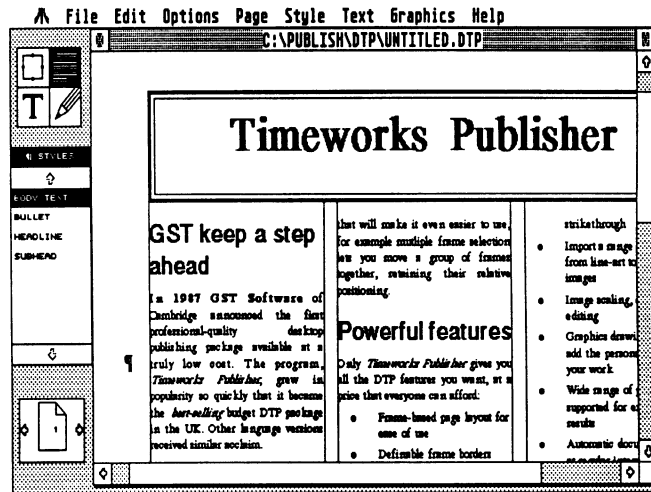
Scroll down the page and notice that the section heading "More enhancements" is also hyphenated. Let's turn hyphenation off for the **Subhead** paragraph style using an alternative method:

1. Double-click on the section heading, "More enhancements". The **Paragraph Style** form is displayed.

2. Click on **Options** and turn **Hyphenation** Off then click on **OK**.

3. When the **Paragraph Style** form reappears, click on **OK**.

Notice that "enhancements" has moved onto the next line.

Changing the justification format

At the moment, all the **Body text** paragraphs are justified, with straight left and right margins. Let's change the justification format for **Body text** to flushed left or "ragged" text:

1. Select one of the paragraphs of **Body text** and click on **Paragraph style** in the **Text** menu. (Double-clicking on a paragraph of **Body text** will also display the **Paragraph Style** form.)

2. When the **Paragraph Style** form appears, click on **Options**.

3. Select **Flushed left**, then click on **OK**.

4. When the **Paragraph Style** form reappears, click on **OK**.

Notice how all the **Body text** paragraphs now have straight left and uneven right margins:

Changing the justification of body text

A screen showing the Timeworks Publisher application interface with menu items: File, Edit, Options, Page, Style, Text, Graphics, Help. The document title bar reads C:\PUBLISH\DTP\UNTITLED.DTP. The page displays "Timeworks Publisher" as a headline, with articles titled "GST keep a step ahead", "Powerful features", and "Compatibility".
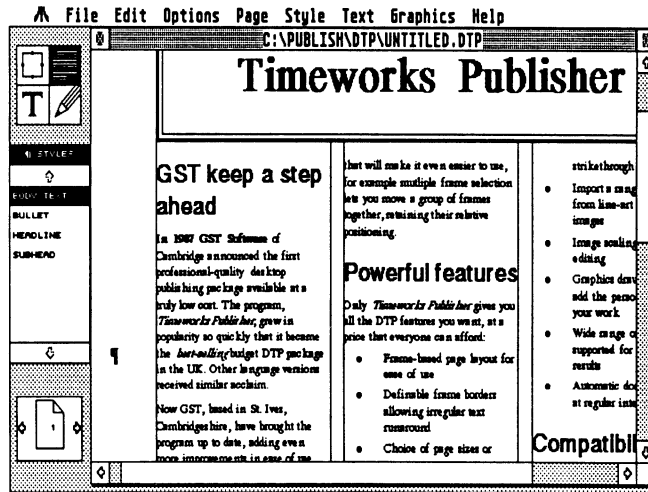
Let's change the justification format of the **Bullet** paragraph style from flushed left to justified. Double-click on a paragraph styled in **Bullet** to display the **Paragraph Style** form. Click on **Options** and select **Justified** format. Turn **Hyphenation** Off as well. Now click on **OK** to remove the **Options** and **Paragraph Style** forms. Notice how the paragraphs styled in **Bullet** now have even left and right margins.

Summary

In this lesson you learned how to use paragraph styles to control the appearance of your text, including changing font and point size, turning hyphenation off and changing the justification format. In the next lesson you'll import a picture, add some graphics to it and define an irregular frame border to repel text around the picture.

Lesson 4: Adding pictures

Now that you've finished creating and styling the text in this document, how about making it look a bit more lively by adding a picture? In this lesson, let's import an image and do some work on it.

Importing a picture

First switch back to full page view by clicking on **Full page** in the **Page** menu, then switch to Frame mode. Now draw a frame in the bottom right-hand corner of the page:

*Drawing a
picture frame*
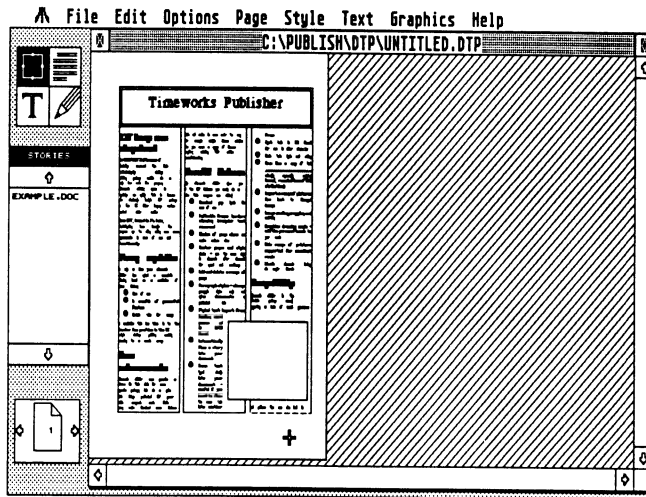
Double-click on the frame to display its **Size & Position** form. The dimensions of the frame shown in the picture are:

Horizontal position = 4.86 inches (12.34 cm)

Vertical position = 7.74 inches (19.66 cm)

Width = 2.77 inches (7.04 cm)

Height = 2.25 inches (5.72 cm)

Use the arrow keys to move the cursor into the boxes on the **Size & Position** form and edit the dimensions to match those above.

You may have noticed that when you drew this new frame, the text in the frame underneath moved out of the way to make room for it. This characteristic of a frame is called "repelling" text.

Make sure the frame you have just drawn is selected and follow these steps to load a picture into the frame:

1. Click on **Import picture** in the **File** menu.

2. When the **Import Picture** form appears, select **GEM Paint** then click on **OK** to display an Item Selector.

3. Click on the picture name TIGER.IMG in the \PUBLISH\PICTURES folder to select it.

4. Lastly, click on **OK** or press (RETURN) to load the picture into the selected frame.

Your screen should now look like this:

Importing a picture

```
∧  File  Edit  Options  Page  Style  Text  Graphics  Help
            C:\PUBLISH\DTP\UNTITLED.DTP
```

Timeworks Publisher

STORIES

EXAMPLE.DOC
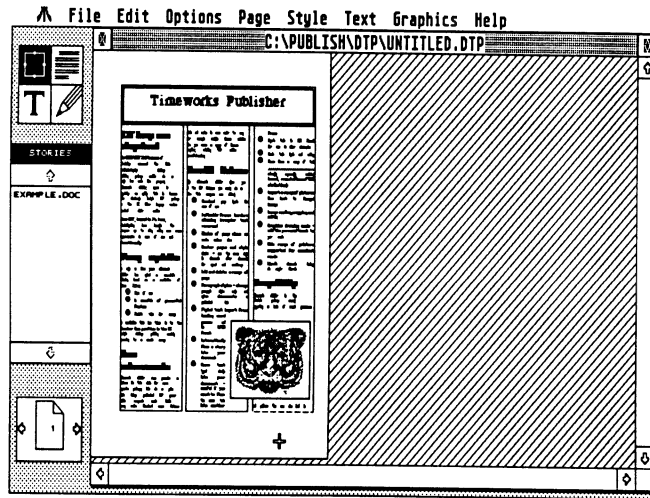
This picture is an "image file" created with a painting program, so the browser title has changed to 'IMAGES'.

Cropping the picture

There may be times when you wish to use a only part of a picture. Timeworks Publisher allows you to *crop* or cut off any unwanted areas of an imported image. Let's crop this picture:

1. Click on **Actual size** in the **Page** menu to see the picture in more detail. You may have to scroll the document in the window to bring the picture into view.

2. Make sure that the frame is still selected, then click on **Crop picture** in the **Graphics** menu.

3. The shape of the mouse pointer changes to a pair of scissors.

4. Position the scissors above the nose, and drag a dotted box around it.

5. Release the mouse button, and the portion you have cropped will fill the frame:

Cropping the picture
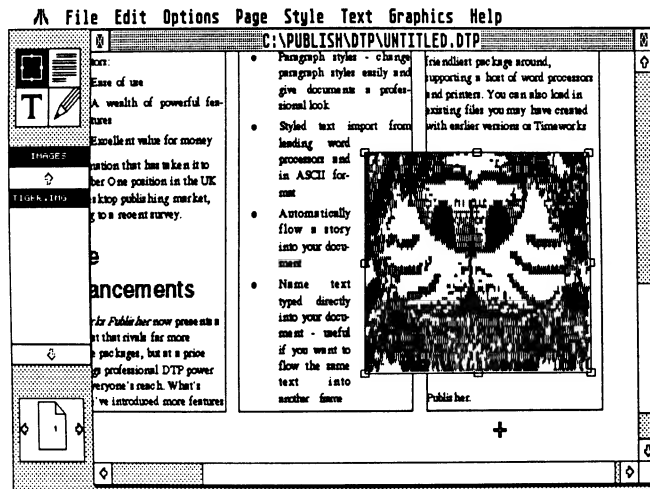
If you are not happy with the area which you cropped, you can restore the whole picture into the frame and try again. To do this, make sure the frame is still selected, then click on the name TIGER.IMG in the browser. The whole picture will return into the frame. Follow the steps above to crop the picture again.

Scaling the picture

You may notice that the cropped portion of the picture in the frame looks distorted. This is because the proportions of the original picture have been changed to make it fit exactly into the frame which you drew.

Let's restore the original proportions or *aspect ratio* of the part of the picture in the frame:

1. Click on **Scale picture** in the **Graphics** menu.

2. When the form appears, choose to Preserve the **Aspect ratio**, then click on **OK** or press (RETURN).

The picture will shrink in the frame, since the original relationship between its width and its height has been restored:

Scaling the picture
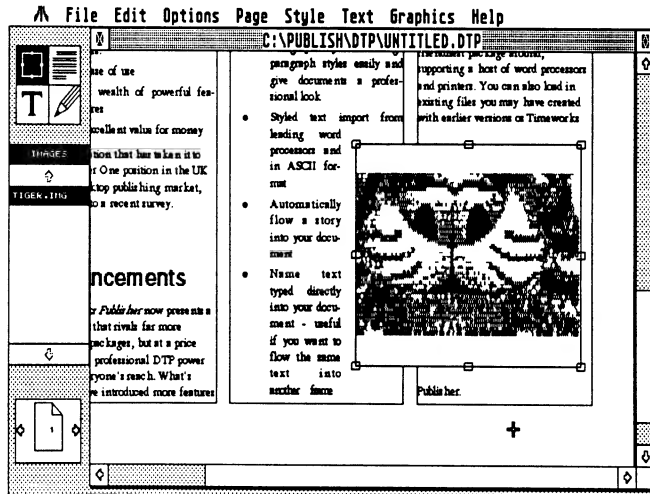
Now we'll restore the whole picture into the frame before adding any graphics. Make sure that the frame is still selected then click on TIGER.IMG in the browser. The whole picture will fill the frame once again.

Adding graphics to the picture

Why not add some simple graphics to this picture? Let's give the tiger a black hat:

1. Make sure that the picture frame is selected then switch to Graphics mode by clicking on its icon in the toolkit. The picture frame is filled with a dotted grid.

2. Select the rectangle drawing tool by clicking on it, then move the crosshair cursor above the tiger's head on the picture. Drag the crosshair to the right and downwards to draw a rectangle forming the brim of the hat:

Adding graphics
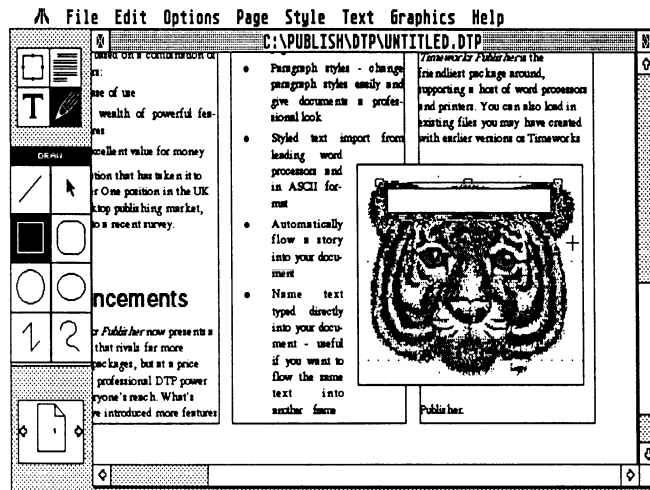
3. When it is the shape and size you want, release the mouse button.

If you don't like the shape or size of the rectangle, you can resize it using its handles or erase it by pressing (DELETE). If you have any difficulty positioning the rectangle because it snaps to the graphics grid points, click on **Snap to grid** in the **Graphics** menu to turn snapping off.

Selecting a fill style

You have now drawn the brim of the hat. Let's give it a solid fill style before continuing:

1. Make sure that the rectangle is still selected, then click on **Fill style** in the **Graphics** menu.

2. When the form appears, choose the solid black fill style and click on **OK**:

Adding a fill style
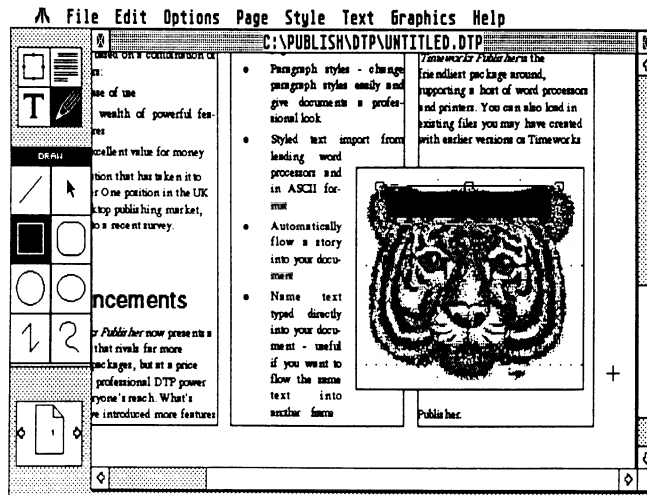
Now draw a second rectangle to form the top of the hat:

1. Click outside the brim of the hat to deselect it.

2. Position the crosshair cursor above the brim, then drag it to the right and downwards. This rectangle will be given the solid black fill style automatically.

3. Move this rectangle above the brim of the hat by dragging it into position. Your screen should now look like this:
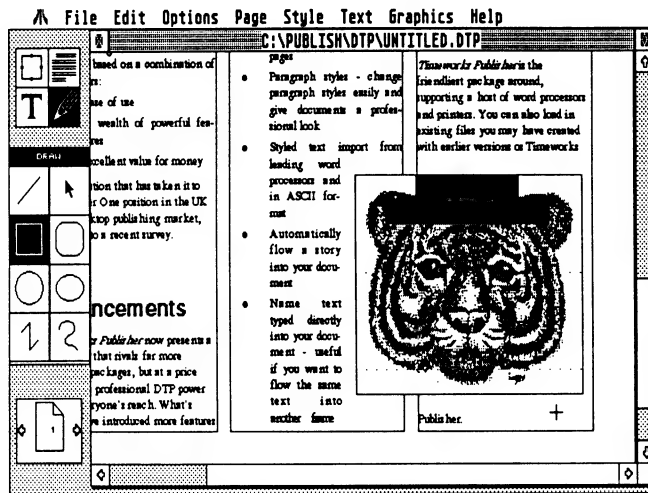
Finishing the hat

Defining the frame border

At the moment the text is flowing down the left border of the picture, repelled by the rectangular outline of the picture frame. You can create interesting effects by changing the shape of the left and right border of the picture frame so that text is repelled by an irregularly shaped frame outline.

Let's change the shape of the left border of the picture frame:

1. Switch back to Frame mode.

2. Select the picture frame and click on **Repel text** in the **Options** menu. The **Repel Text** form is displayed.

3. Click on **Define border** under the **Left border** box. The page is redisplayed.

You can now draw around the tiger's head, defining a new left border of the frame. Notice that the first and last points of the new border are already set for you, in the top centre and bottom centre of the frame.

4. Click the mouse button to create each point of the new border, following the shape of the tiger's head:

Defining a border
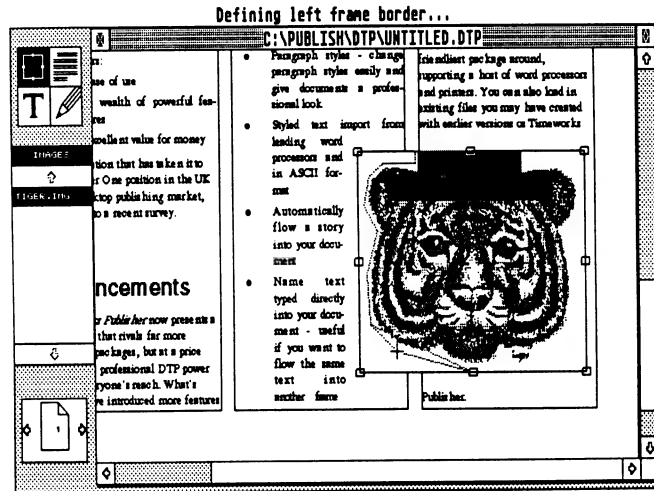
5. If you wish to delete the last point you have defined press (BACKSPACE).

6. If you are not happy with the border you are drawing and wish to start again, press (ESC).

7. To finish drawing your border, double-click the mouse anywhere within the frame or desktop or press (RETURN). The **Repel Text** form is redisplayed.

If you are not happy with a frame border after you have drawn it, you can click on **Define border** on this form to draw it again. A message will be displayed, asking you to confirm that you wish to replace the existing border.

8. With the **Repel Text** form on screen, change the **Frame padding** for both the **Vertical space** and **Horizontal space** from 0.17 inches to 0.12 inches.

9. Click on **OK** to remove the **Repel text** form. The text on the left of the picture is now repelled by the new border.

To see the text running around the new border more clearly, click on **Show frames & columns** in the **Options** menu to turn the display of frames and columns off.

Text repelled by new border
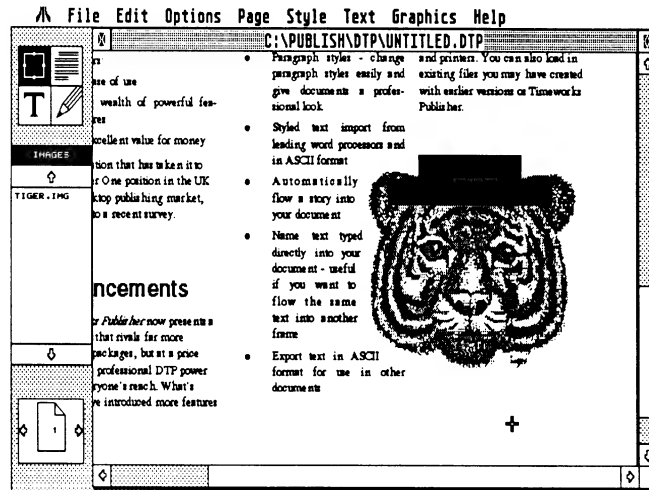
Wrapping up

When you've finished working through the *Guided tour*, you may want to save your document to disk before leaving the program. In that way, you can come back and work on it again when you've learnt how to use Timeworks Publisher in more detail.

Saving your document and style sheet

Timeworks Publisher always starts up by naming your document with the "dummy" name UNTITLED.DTP. Why not give the document you've just created its own name? Here's how you do it:

1. Click on **Save as** in the **File** menu.

2. When the Item Selector appears, click on the DTP folder to open it up.

3. If neccessary, press (ESC) to clear the selection line, then type in your own name (up to 8 characters and without using spaces) followed by .DTP, e.g. JANICE.DTP.

4. Click on **OK** or press (RETURN) to save your document to disk.

NOTE   To safeguard against losing your work due to power failure or equipment problems, you should save your documents at least *every* 15 to 20 minutes. The more extensive the changes are, then the more frequently you should save it! Refer to the section entitled "Automatically backing up your work" in Chapter 4 for details of backing up your work automatically at regular intervals.

Your document is saved with its style sheet, i.e. its master pages and paragraph styles. However, during this *Guided tour* we made some changes to the original style sheet. If you wish to use this modified style sheet in a different document, you need to save it separately with a new name.

To save the modified style sheet:
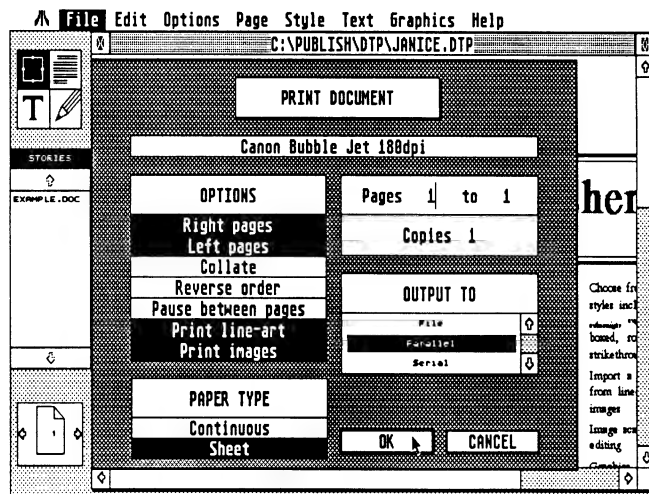
1. Click on **Save style sheet** in the **File** menu.

2. When the Item Selector is displayed, type a name for the style sheet, with the extension .STY, e.g. TOUR.STY and click on **OK**.

Printing your document

Let's finish this *Guided tour* by printing the document you have created. Click on **Print** in the **File** menu and the **Print** form is displayed:

Printing the page

Pictures often take some time to print. You can choose not to print the picture by clicking on **Print images** to deselect it. Click on **OK** when you are ready to print your document. Details of the various printing options available to you can be found in Chapter 5, *Working on your document*, should you wish to explore them. If you experience any problems with printing, ensure that your printer is switched on, connected, on-line and supplied with paper.

NOTE   Pressing (ESC) abandons the printing of your document at the end of the current page.

Quitting Timeworks Publisher

To exit from Timeworks Publisher, click on **Quit** in the **File** menu. A message will be displayed warning you to save the document if you have made some changes since it was last saved. Clicking on **Abandon** will discard any unsaved changes and clicking on **Cancel** will cancel the **Quit** command.

Summary

In this *Guided tour*, you've learned all the basics for creating and laying out your own Timeworks Publisher documents. The rest of this manual is there for you to *really* explore what you can do with Timeworks Publisher.

If you've got any questions about particular features of the program, refer to Chapter 4, *Laying out your document* and Chapter 5, *Working on your document*. For advice about how to design your douments, refer to Chapter 7, *Hints and tips*.

4: Laying out your document

This chapter covers the information you need to start designing documents with Timeworks Publisher, from finding your way around the desktop to using a style sheet.

The Timeworks Publisher desktop

The Timeworks Publisher desktop is much like a designer's layout board, and contains all the tools and commands you need to create properly typeset documents. It is made up of the following parts:

The Timeworks Publisher desktop
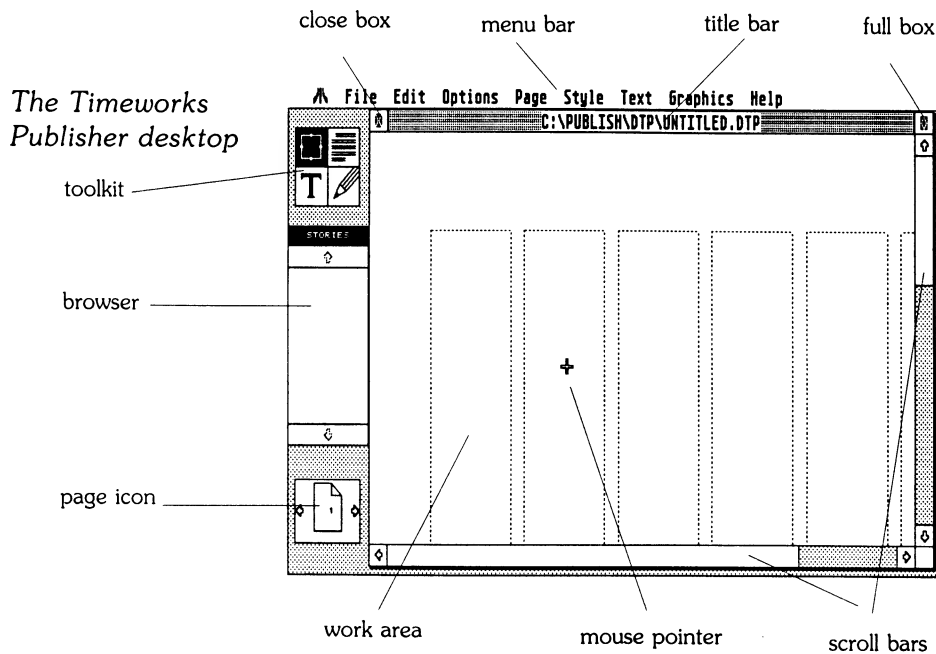
The menu bar

At the top of the screen is the menu bar which contains the names of the Timeworks Publisher menus. Move the mouse pointer up to a menu name and the menu will drop down. To remove a menu from the screen, click anywhere outside of the menu. To select a command, click on the command name when it is highlighted in the menu.

Some of the menu commands may be greyed out, indicating that they are not available at this point although they may become available later on. You will also notice that some of the menu commands can be selected using the keyboard. If a keyboard shortcut is available it will be listed beside the command in the menu. The diamond symbol ♦ represents (ALT). For full details of the menu commands used in Timeworks Publisher, see Chapter 6, *Menu commands and keyboard shortcuts*.

The title bar

Just below the menu bar is the title bar. This shows you the name of the document you're working on and (if appropriate) the folder and disk it was loaded from.

The full box

On the right-hand side of the title bar is the full box. To hide the toolkit and make the work area fill the whole width of the screen, do one of the following:

■ Click on **Show tools** in the **Options** menu

■ Press (ALT) **H**

■ Click on the full box.

If you wish to restore the work area to its previous size and show the toolkit, repeat one of the above.

The close box

On the left-hand side of the title bar is the close box. To close the current window do one of the following:

■   Click on the close box

■   Select **New** in the **File** menu.

Whichever method you use, you'll be given the option of saving any unsaved changes, abandoning your edits, or cancelling the command.

The toolkit

The toolkit is used to switch between Timeworks Publisher's four work modes. In Frame mode you can draw, resize and move frames, as well as import text and pictures into your document. Text mode lets you type, edit and restyle text, while Paragraph mode lets you work with entire paragraphs of text using paragraph styles. Finally, Graphics mode is used to draw simple graphics such as lines, circles and rectangles.

Frame	Text	Paragraph	Graphics

Click the mouse pointer on the toolkit to select the mode you want to work in. For example, to use the graphics drawing tools, click on the Graphics mode box. You can also switch between modes by pressing (ALT) **M**.

The browser

The browser is situated below the toolkit, its contents varying according to which mode is currently selected:

- In Frame mode, it contains the names of the text or picture files in your document

- In Paragraph mode, it contains the names of the paragraph styles in the style sheet you're using

- In Text mode, it contains a list of text styles

- In Graphics mode, the browser is replaced by the icons representing the graphics drawing tools.

You can change the contents of the browser in Frame mode by clicking on the browser title e.g. STORIES. Doing so moves through a display of all the stories, images and line-art you have imported into your document. When the browser is full its contents can be scrolled by clicking on its up and down arrows.

The page icon

The page icon at the bottom left-hand corner of the desktop tells you which page(s) are currently displayed on screen. The folded top corner of the page is displayed on the left for a left-hand page and on the right for a right-hand page.

Pages can be "turned over" by clicking on the arrows to the left and right of the icon. For further details of turning pages see "Moving to another page" in Chapter 5, *Working on your document.*

The work area

The work area is the large area in the middle of the screen where your document is displayed. Depending on the view size you have selected, you may see a whole page, part of a page, or two whole pages. For further details, see "View sizes" in Chapter 5, *Working on your document.*

The scroll bars

To the right of and beneath the work area are the GEM™ scroll bars. The scroll bars are used to move different areas of the page into the window. The shaded area on each scroll bar shows you how much of the page is outside the window.

To move the window towards the *bottom* of the current page, you can do any one of the following to the right-hand or vertical scroll bar:

■ Click on the down arrow to move the window down one line

■ Click on the shaded area to move the window down a whole screenful

■ Drag the white "slider" towards the down arrow.

To move towards the top of the current page, do exactly the opposite. Similarly, you can move the window from left to right using the bottom or horizontal scroll bar.

The mouse pointer

The shape of the mouse pointer will change when it is in different areas of the screen or is being used for different functions:

Pointer	Outside of work area
Open cross	Frame mode
¶	Paragraph mode
I-beam	Text mode
Crosshair	Graphics mode

There is a "busy bee" symbol which replaces the mouse pointer when the computer is carrying out a command you've given it. You won't be able to do anything with Timeworks Publisher when this symbol is on screen.

Starting work

This section describes how to begin work by setting up the automatic backup facility before starting a new document and loading a style sheet or before opening an existing document.

Automatically backing up your work

It is important to save your work frequently so that if there is a power cut or equipment failure the minimum amount of work is lost. Before beginning work on a document you can arrange for Timeworks Publisher to automatically backup your document regularly or to warn you to save it.

To automatically backup your document or set an alarm to remind you when to save the document:

1. Click on **Automatic backup** in the **Options** menu. The **Automatic Timed Backup** form is displayed.

2. Select **Backup** On. Now enter the time interval at which you wish the document to be backed up or the warning to be given. The minimum period is 1 minute and the maximum is 60 minutes.

3. Click on **Warning beep** if you want to be warned to save your document or **Auto-backup** if you want the document to be saved automatically.

4. If you have chosen **Auto-backup** the document will be backed up with the file extension .ATB. Enter an alternative file extension if you prefer. You cannot use the .DTP, .BAK, .STY or .$$$ file extensions.

The Automatic Timed Backup form
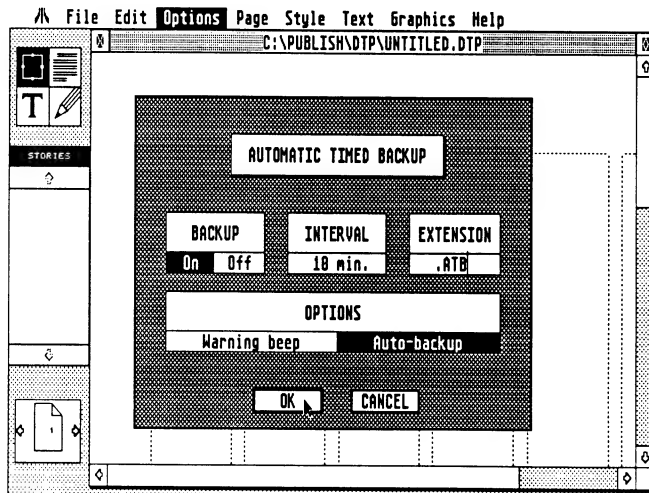
5. When all the settings are correct, click on **OK**. When the time interval elapses:

■ If you chose **Warning beep** a tone is emitted and a message is displayed in the title bar, reminding you to save the document by using **Save** or **Save as** in the **File** menu.

■ If you chose **Auto-backup**, the document is backed up automatically. The backup file is placed in the same directory as the .DTP file and is updated each time the time interval elapses. When you save the document using **Save** or **Save as** in the **File** menu, the backup file is deleted.

If you click on **Abandon changes** in the **File** menu, all the changes made since the document was last saved as a .DTP file will be abandoned.

When required, you can turn the automatic backup facility off by selecting **Backup** Off and clicking on **OK**.

If necessary, you can open the backup file and work on it in Timeworks Publisher then save it as a .DTP file. To open the backup file, at the Item Selector use (BACKSPACE) to delete the .DTP extension on the directory line and type in .ATB or your alternative file extension. Now click in the directory window and open the folder containing the backup file.

NOTE A backup file is created in addition to a .BAK file. Refer to "Saving Timeworks Publisher default information" at the end of this chapter and "Saving an existing document" in Chapter 5 for information about .BAK files.

Starting a new document

When you first start Timeworks Publisher, the work area contains an empty page and the title bar displays the "dummy" document name UNTITLED.DTP. Once you've created your document, you can give it a name using the **Save as** command in the **File** menu. (For further details of saving your work see "Saving your document" in Chapter 5, *Working on your document.*)

To start a new document:

1. Click on **New** in the **File** menu. Timeworks Publisher displays a message asking whether you want to load a style sheet. (If you are already working on a document a warning message will be displayed, giving you the opportunity to save or abandon any unsaved changes.) You can either use one of the sample style sheets or choose to set up your document format from scratch.

2. Select Yes to choose a style sheet from disk. An Item Selector is displayed so that you can select the style sheet you want to use and click on **OK**.

3. If you do *not* wish to use a style sheet but wish to create a new one from scratch, select No when the message is displayed. The **Page Format** form will be displayed. The **Page Format** form controls your document's paper size, orientation, and choice of double or single master page(s). For further details, *see* "Setting up your page format" in this chapter.

4. After setting up your page format, click on **OK**.

Opening an existing document

To open a document which you have previously saved, click on **Open** in the **File** menu. When the Item Selector appears, select the name of the document you want to load and click on **OK**. The document will be loaded with its original style sheet.

Using a style sheet

Every document you create with Timeworks Publisher is formatted using a *style sheet*. The style sheet is a file which contains the *page format* you have chosen, the *master pages* (together with any frames, text, headers and footers, graphics, etc. on it) and the paragraph styles you have designed. By preparing a suitable style sheet, and then creating documents using the same style sheet, you'll be able to give all your documents a consistent look.

NOTE   You must save the style sheet separately in order to use it again in a different document. See the section on "Saving the style sheet" later in this chapter for more details.

Let's see how to set up your page format and master page before going on to have a look at designing paragraph styles.

Setting up your page format

Select **New** in the **File** menu to start a new document. A message appears asking if you want to load a style sheet. Click on No to display the **Page Format** form where you can select your page format:

The Page Format form
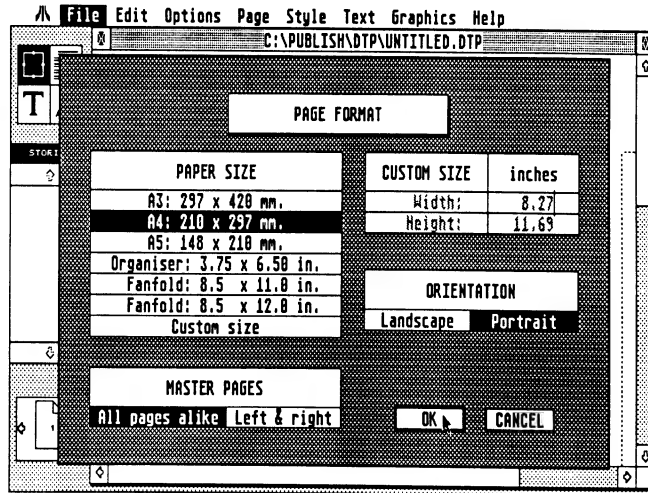
Select your paper size, its orientation, and whether you want single or left and right sided pages in your document, by clicking on the relevant boxes. The illustration shows you the default page format settings. These are the settings you get if you don't make any changes.

NOTE   You *must* set up your page format correctly before you do *any* other work on your document because you will not be able to change it later on.

Paper size

Timeworks Publisher provides the following paper sizes:

- A3: 297 x 420 mm

- A4: 210 x 297 mm

- A5: 148 x 210 mm

- Organiser: 3.75 x 6.50 inch

- Fanfold: 8.5 x 11 inch

- Fanfold: 8.5 x 12 inch.

If the paper sizes in Timeworks Publisher differ from those available with an earlier version of the program, documents created using that earlier version should still print normally.

Creating custom paper sizes

You are not restricted to the paper sizes listed on the **Page Format** form but can specify custom paper sizes up to 22.50 inches square. When specifying a custom paper size, you specify the width and height of the paper size required.

To create a new paper size:

1. Click on **New** in the **File** menu. When asked whether you wish to load a style sheet, click on No. The **Page Format** form is displayed.

2. Click on **Custom size**. The **Width** and **Height** boxes can now be edited.

3. Click the cursor in the **Width** and **Height** boxes to enter the measurements that you require.

Creating a custom page size

```
⋀ █File█ Edit  Options  Page  Style  Text  Graphics  Help
      ▓         C:\PUBLISH\DTP\UNTITLED.DTP▓

              PAGE FORMAT

        PAPER SIZE          CUSTOM SIZE   inches
      A3: 297 x 420 mm.       Width:        8.27
      A4: 210 x 297 mm.       Height:      11.69
      A5: 148 x 210 mm.
      Organiser: 3.75 x 6.50 in.
      Fanfold: 8.5  x 11.0 in.      ORIENTATION
      Fanfold: 8.5  x 12.0 in.
         Custom size        Landscape   Portrait


        MASTER PAGES
      All pages alike Left & right      OK    CANCEL
```
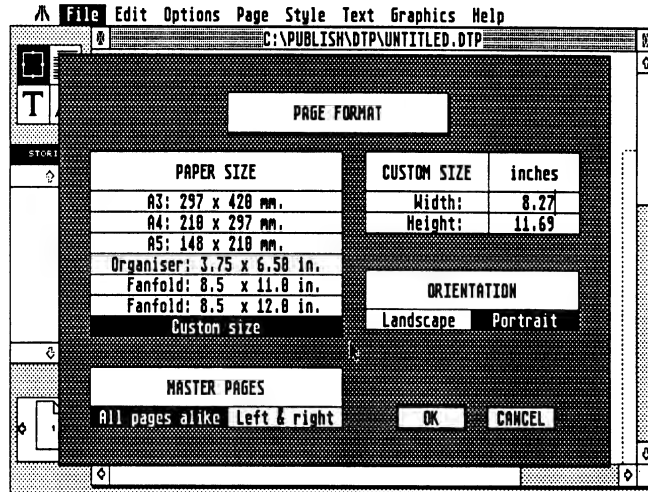
The maximum custom page height or width is 22.50 inches (57.15 cms) and the minimum is 0.39 inch (1 cm). If you exceed these limits, Timeworks Publisher will reset the dimensions to the limit available.

4. Click on **OK** to create the paper size. You can now begin designing your document.

NOTE   If you select **Portrait** orientation for a page whose **Width** is greater than its **Height**, Timeworks Publisher switches over the **Width** and **Height** measurements and selects **Landscape** orientation.

Master pages

You can have a single master page or left and right master pages. If your document is going to be printed on only one side of the paper, select **All pages alike** on the **Page Format** form to create a single, right-handed, master page. Every page in your document will then have the inside or *binding margin* on the left-hand side.

If you want to print your document on both sides of the paper, select **Left & right** master pages. The inner binding margin will then be on the left for each right-hand page, and on the right for each left-hand page.

Page orientation

On the **Page Format** form select **Portrait** to make all the pages in your document "tall" and **Landscape** to make them "wide":

Portrait
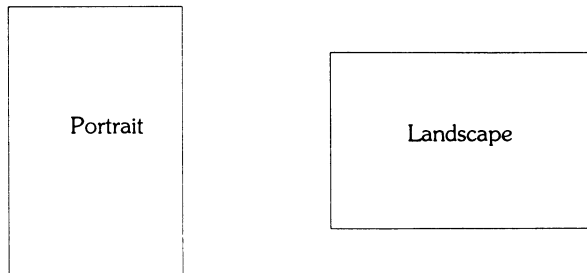
Landscape

NOTE   If you are using a 9-pin dot matrix printer you will not be able to print in **Landscape** orientation unless the printer has a wide carriage.

Using the master page

If you want a document to look really professional, you should try to use the same basic layout on every page. Timeworks Publisher makes this process easy by letting you put items which will be repeated on every page on to the *master page*. These items can range from non-printing *column guides* to help you align frames precisely, to details such as a graphic or picture which you would like printed on every page. Items placed on the master page will be saved as part of the style sheet.

The master page acts as a "template" for any *new* pages you insert into your document. Consequently, any changes you make to the master page won't affect any existing pages, but will only affect pages you insert afterwards.

NOTE   You can type text into a frame on the master page but you cannot import a story into a frame on the master page.

Displaying the master page

To display your document's master page, first click on **Go to page** in the **Page** menu. When the form appears, move the mouse pointer to the box or boxes to the right of **Go to master page**:

■   If you have selected **All pages alike** on the **Page Format** form, just click on the tick

■   If you have selected **Left & right** on the **Page Format** form, then click on the left or right arrow to display the left or right master page.

If you have selected **Left & right** master pages, you can display both master pages together by clicking on **Two pages in the Page** menu. Alternatively, you can select **Full page** view and move between the two master pages by clicking on the arrows to the left and right of the page icon. The folded-down corner on the page icon will show you whether you have a left or right page on screen.

Adding headers and footers

Headers and footers can be added to your document at any time. To create a header or footer:

1. Select **Headers & footers** in the **Text** menu. The **Headers & Footers** form is displayed.

2. Click on **Header** or **Footer** as appropriate.

3. Select **Left**, **Right** or **All** depending on whether you want the header or footer to appear only on the left or right-hand pages (if you have chosen **Left & right** master pages) or on every page. If your document has been set up so that the master pages are all alike, you will have the same header and footer on each page.

4. Now type in the text that you wish to appear in the header or footer.

   Type # to insert the current page number in the header or footer and % to insert the number of the last page in the document, e.g. type Page # of % to give you Page 1 of 26.

*The Headers &
Footers form*

```
Λ  File  Edit  Options  Page  Style  Text  Graphics  Help
                              C:\PUBLISH\DTP\UNTITLED.DTP

                        HEADERS AND FOOTERS


    Header  Footer  for   Left    Right   All   Page(s)  │ Use # for page no

    Left:   ───────────────────────────────────────────

    Centre: Page # of 2───────────────────────────────────

    Right:  ───────────────────────────────────────────
    Distance from top of page:   0.50 inches  │ Start numbering from page   1

                        OK     CANCEL
```
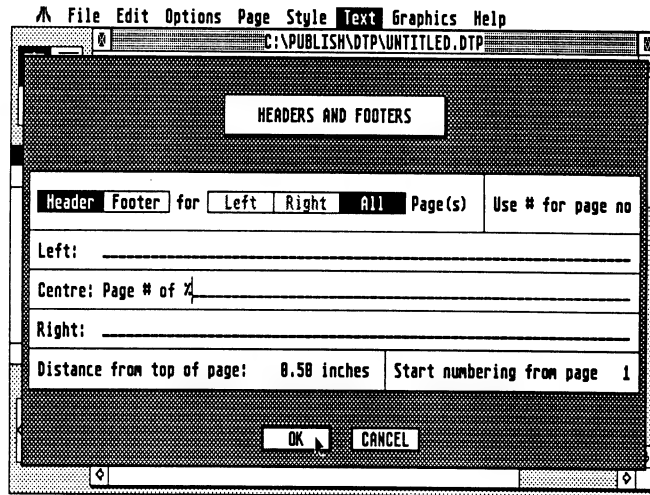
5. To start the page numbers in your headers and footers
    from a number other than 1, type the preferred
    number in the **Start numbering from page** box. For
    example, if your current document is Chapter Two of
    a report and Chapter One finishes on page 10, then
    to number the pages consecutively type 11 in the
    Start numbering from page box.

6. Specify how far from the top of the page you wish the
    header to be placed, or how far from the bottom for a
    footer.

7. Click on **OK** to create the headers and footers.

NOTE   Header and footer text cannot be edited directly. To edit
header or footer text, click on **Headers & footers** in the
Text menu to display the **Headers & Footers** form. Edit
the header and footer text then click on **OK** to apply the
edits to your document.

Use the paragraph styles called **Header** and **Footer** to set the text style, font, point size etc. of your headers and footers. These paragraph styles are generated automatically when you create headers and footers. If you have separate left and right master pages, four paragraph styles will be created: **L Head**, **L Foot**, **R Head** and **R Foot**.

You can turn headers and footers off for the currently displayed page by clicking on **Header on this page** or **Footer on this page** in the **Text** menu. These commands are marked when the header and footer are turned on for the current page.

Setting the page number format

Use **Page numbers** in the **Text** menu to set the format of the page numbers used in your document. This form displays the choices of page number format available. Select the format you require and click on **OK**:

*Choosing a page
number format*
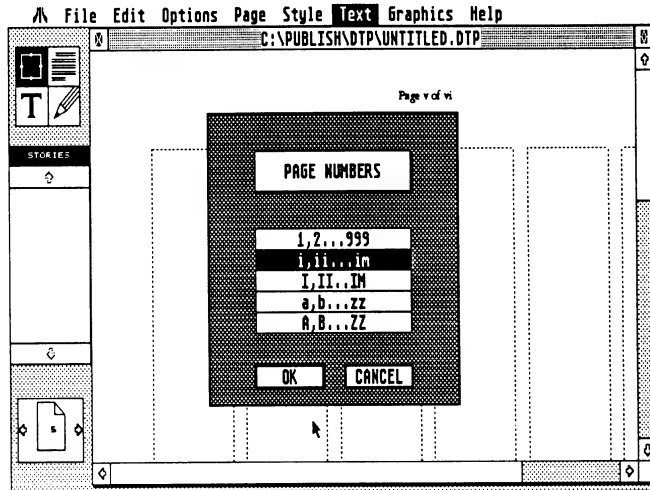
In order for the page number to appear in the document, you need to specify it as part of the header or footer. See the "Adding headers and footers" section earlier in this chapter for more information.

Moving from the master page

When you have finished designing your master page(s) move back to the first page of your document by doing either of the following:

- Press (CONTROL) (↓)

- Click on the right arrow on the page icon

- Click on **Go to page** in the **Page** menu and press (RETURN).

Getting the layout right

To make designing your pages easier, Timeworks Publisher provides a system of layout aids to help you position frames and other items quickly and accurately on the page.

Displaying the rulers

To display the rulers, click on **Show rulers** in the **Options** menu. This command is marked when the rulers are displayed.

You can use the rulers at the top and left-hand edges of the work area to help you draw and position frames exactly. Thin hairlines on the rulers follow the mouse pointer movements to show you its current position.

Displaying the rulers

```
         ⋀  File  Edit  Options  Page  Style  Text  Graphics  Help
                        C:\PUBLISH\DTP\UNTITLED.DTP
```

hairlines
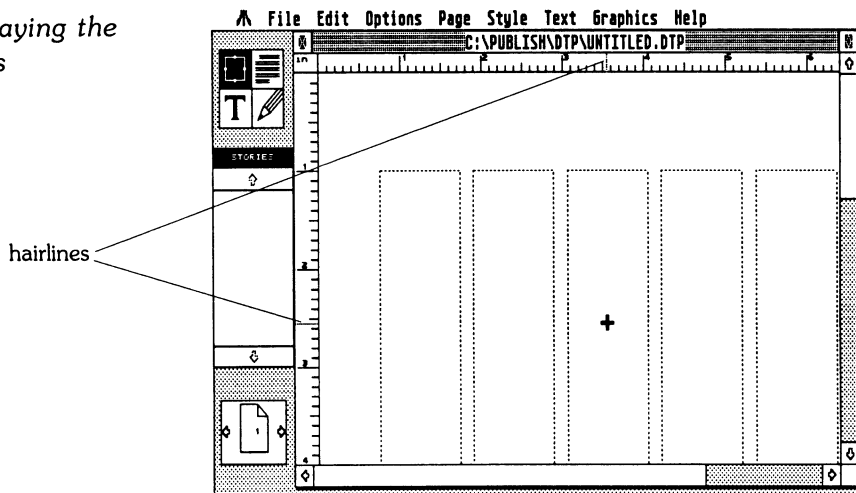
You can change the unit of measurement used on the rulers by clicking on **Ruler spacing** in the **Options** menu. The units available are:

■ Picas and points

■ Centimetres

■ Inches and tenths

■ Inches and eighths.

The unit you have selected is indicated by the small letters in the corner where the rulers meet (e.g. cm for centimetres), and is used throughout Timeworks Publisher, e.g. on the **Set Column Guides** form.

Setting up the column guides

Column guides are boxes with dotted outlines which appear on each page of your document, but which are not printed out. Use the column guides as a grid on which to position the frames which contain your text and pictures.

To set the column guides:

1. Click on **Set column guides** in the **Options** menu. The following form is displayed:

The Set Column Guides form

```
 Λ  File  Edit  Options  Page  Style  Text  Graphics  Help
┌──────────────── C:\PUBLISH\DTP\UNTITLED.DTP ────────────────┐

          ┌──────────────────────────────────┐
          │        SET COLUMN GUIDES         │
          │                                  │
          │   NUMBER OF COLUMNS    ◊   6   ◊  │
          │                                  │
          │   DIMENSIONS        │  inches    │
          │        Top margin:  │   1.00     │
          │     Bottom margin:  │   1.33     │
          │       Left margin:  │   0.75     │
          │      Right margin:  │   0.75     │
          │ Gap between columns:│   0.17     │
          │ Vertical page offset: │ + │ 0.00 │
          │ Horizontal page offset: │ + │ 0.00 │
          │                                  │
          │      ┌─────────┐  ┌────────┐     │
          │      │  OK ▶   │  │ CANCEL │     │
          │      └─────────┘  └────────┘     │
          └──────────────────────────────────┘
```

2. To change the number of column guides, click on the arrows on either side of the box displaying the current number of columns. You can select up to 9 column guides on each page.

3. To specify the margins you want around the page, click in the appropriate box and type in the margin width that you require.

4. Set the gap to be left between the column guides by clicking in the box and typing in the amount required.

5. When you have finished setting up your column guides, click on **OK**.

The **Vertical page offset** and **Horizontal page offset** boxes on the **Set Column Guides** form are used to adjust the printing position of the page on the paper. For more information refer to the "Printing your document" section in Chapter 5, *Working on your document*, or to Chapter 1, *Installation guide*.

The column guides may be hidden from view by clicking on **Show frames & columns** in the **Options** menu. This command is marked when the column guides are displayed.

Adding and deleting pages

Pages can be added, inserted or deleted in Frame mode and in any page view size except for **Two Pages**. New pages are copies of the master page(s).

Adding and inserting single pages

To add a new page *after* the current page, either

■ Click on **Add one page** in the **Page** menu

■ Click on the right arrow on the page icon

■ Press (CONTROL) (↓).

To insert a new page *before* the current page,click on **Insert one page** in the **Page** menu.

Whenever you use **Add one page** or **Insert one page**, all subsequent pages will be renumbered and moved up a page in your document.

Adding, inserting and deleting several pages

To add several pages to a document, first move to the page at which you wish to add more pages. Click on **Add pages** in the **Page** menu and enter the number of pages you wish to add to the document. Select whether to add the pages before or after the current page and click on **OK**.
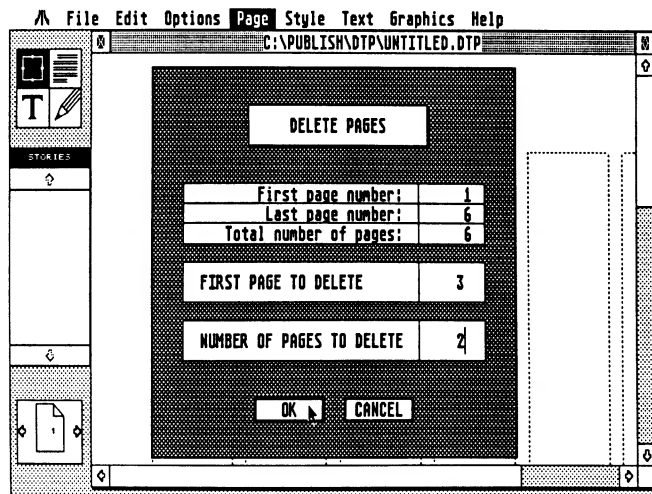
Adding pages
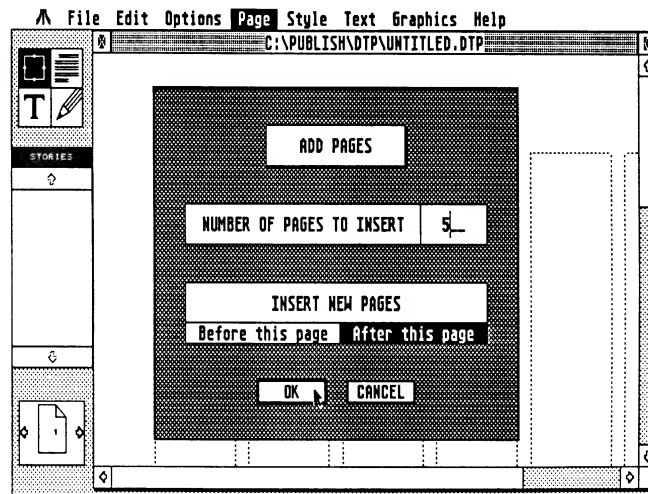
NOTE The maximum number of pages you can have in one document is 999.

To delete one or more pages from a document click on **Delete pages** in the **Page** menu. The **Delete Pages** form is displayed listing the first page number of the document, the last page number of the document and the total number of pages in the document. To delete the current page simply click on **OK**. To delete several pages, enter the number of the first page you want to delete then type in the number of pages to be deleted. Click on **OK** to delete the pages you have selected.

Deleting pages

/\\ File Edit Options **Page** Style Text Graphics Help

C:\PUBLISH\DTP\UNTITLED.DTP

DELETE PAGES

First page number:	1
Last page number:	6
Total number of pages:	6

FIRST PAGE TO DELETE   3

NUMBER OF PAGES TO DELETE   2

OK   CANCEL

A message is displayed stating which pages will be deleted (if there are more than one) and asking you to confirm the command. Click on **OK** or **Cancel** as appropriate.

NOTE If you add, insert or delete an odd number of pages when using separate left and right-hand pages, any following pages will change sides. For example, a left-hand page will become a right-hand page, and the frames on it may no longer be correctly aligned with the column guides.

Working with frames

Text, pictures and graphics in a document are always placed in *frames*. Frames are not printed out unless you select a frame border for them (see "Frame borders and tints" in this chapter). Each frame can be sized, moved, copied, and deleted as necessary to manipulate the contents of your document.

The maximum number of frames which you can have on a single page is 100, and the maximum number of frames which you can have in one document is 8,192.

The following section tells you how to draw and manipulate the frames which hold the text, pictures and graphics in your document.

Drawing frames

To draw a frame, first switch to Frame mode, then drag the mouse pointer right and down. Eight small boxes called "handles" appear around the edges of the frame. These handles show that the frame is "selected". Don't worry too much about accuracy as the frame can be easily moved or sized afterwards.

Frames can be drawn anywhere on a page, even within or overlapping existing frames. You cannot, however, draw a frame starting from a point inside another frame which is already selected. You must "deselect" that frame first by clicking somewhere outside it.

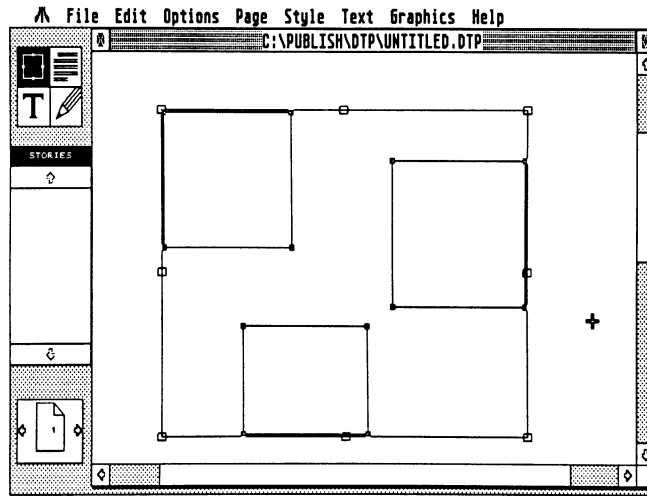## Selecting a group of frames

Timeworks Publisher lets you resize, move, cut, copy and paste a group of frames. (The **Cut**, **Copy** and **Paste** commands are described later in this chapter.) If you wish to use the same command on a number of frames, selecting them as a group first will save time and help reduce mistakes. There are two ways of selecting a group of frames:

■ In Frame mode, click on a frame to select it, then hold down (SHIFT) and click on each frame to make up the group.

■ In Frame mode, hold down (SHIFT) and drag the mouse to the right and down (in the same manner as drawing a frame). All frames entirely contained in the "dotted box" are selected as a group when you release the mouse button.

To select all the frames on the current page click on **Select all** in the **Edit** menu. If you are in **Two pages** view size the frames on the page most recently clicked in will be selected.

A group of frames is identified on screen by a large box surrounding the group. This box has handles which can be used to resize the group. (Sizing and moving groups of frames is described below.) Each frame in the group has small, solid black handles.

*Identifying a
group of frames*

```
/|\  File  Edit  Options  Page  Style  Text  Graphics  Help
```

You can deselect individual frames within the group by holding down (SHIFT) and clicking on the individual frames. Deselect a whole group of frames by clicking anywhere outside the surrounding box.

NOTE   Frame grouping is temporary and is not retained when you change pages or switch work modes.

Snapping frames to the column guides

Frames will automatically "snap" to the column guides when drawn, sized or moved. This means that the left or right edge of a frame near a column guide jumps to align itself exactly with the guide while the top and bottom edges of each frame will snap to the current ruler divisions.

Click on **Snap to guides** in the **Options** menu to turn snapping off. This command is marked when snapping is turned on.

NOTE   When you move or size a group of frames using the mouse with **Snap to guides** turned on, the edges of the large surrounding box snap to the column guides or ruler spacing.

Frame borders and tints

You can give frames a variety of borders and tints by selecting a frame and then clicking on **Frame border** or **Frame tint** in the **Options** menu.

Four different styles of frame border are available. You can choose to have the border on individual sides of the frame or on any combination of sides but you cannot combine different border styles on one frame. These borders will actually be printed on the document page, unlike the outlines of frames which only appear on the screen:

Adding frame borders
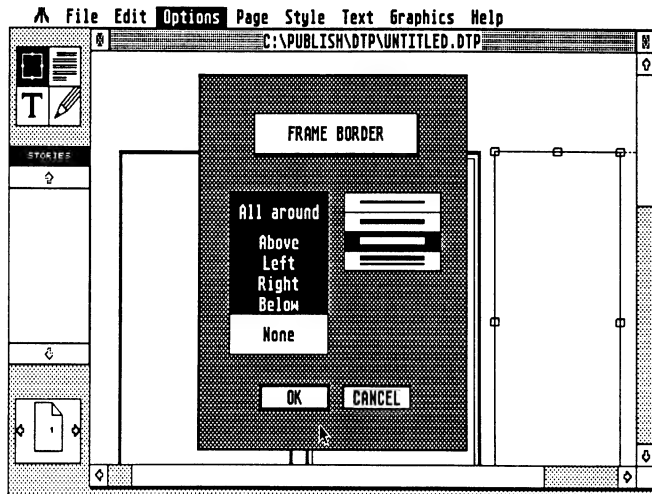
There are nine background tints available, and you can also choose between a clear or opaque tint. A clear tint will allow underlying frames to show through. The default setting is an opaque white background.

Adding frame tints
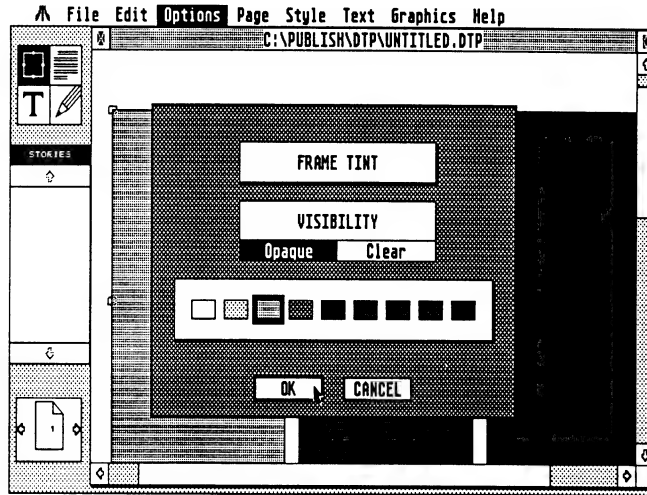
Any clear tints (except clear white tints) in your document will be printed as opaque if you are using a PostScript printer.

NOTE You cannot use **Frame border** and **Frame tint** on groups of frames.

Sizing and moving frames

To change the size or shape of a frame, first click anywhere inside the frame to select it. Position the mouse pointer on one of the handles, then drag the frame by the handle until it is the size and shape you want:

■ Dragging a corner handle will reduce or enlarge the frame *both* vertically *and* horizontally

■ Dragging a centre handle will lengthen or shorten the frame *either* vertically *or* horizontally.

Frames can be sized even when they are partly hidden behind other frames. When a frame is selected, the handles become visible through any frames on top of it and can be used to size the frame in the usual way. To move a frame or group of frames, select the frame, then drag the frame to its new location:
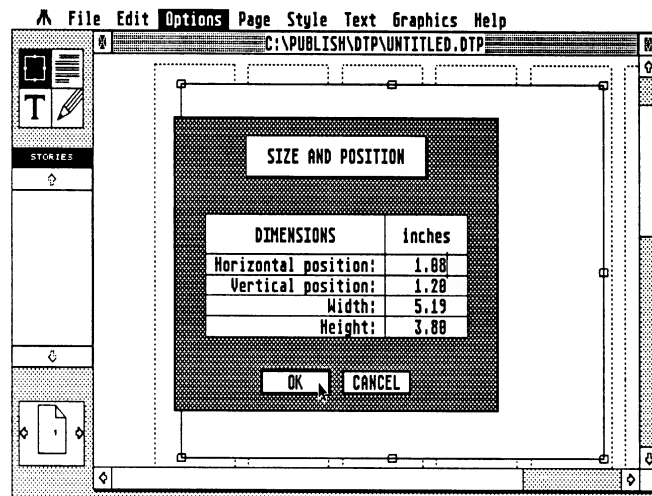
Moving a frame

```
 /h  File  Edit  Options  Page  Style  Text  Graphics  Help
```
C:\PUBLISH\DTP\UNTITLED.DTP
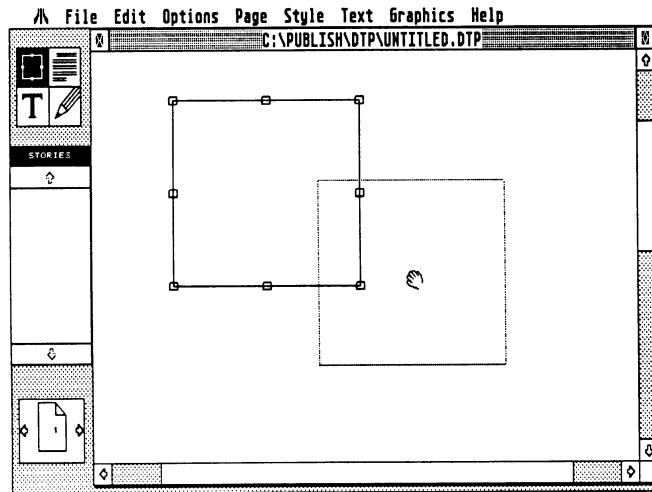
A "grabber hand" appears and a dotted outline of the frame follows your movements, serving as a placement guide. Release the mouse button when you get to the new position to place the frame on the page.

Frames can also be resized using the **Size & position** command in the **Options** menu:

1. Select the frame or group whose size or position you wish to change.

2. Click on **Size & position** in the **Options** menu. A form is displayed with entries showing the size and position of the frame or group. (Double-clicking on a frame or group in Frame mode will also display this form.)

The Size & Position form

File   Edit   **Options**   Page   Style   Text   Graphics   Help

C:\PUBLISH\DTP\UNTITLED.DTP

STORIES

SIZE AND POSITION

DIMENSIONS	inches
Horizontal position:	1.88
Vertical position:	1.20
Width:	5.19
Height:	3.80

OK   CANCEL

3. Alter the **Width** and **Height** entries to make accurate changes to the dimensions of the selected frame or group of frames.

4. To change the position of the frame, alter the horizontal and vertical position. The **Horizontal position** is the distance between the left-hand edge of the page and the left-hand edge of the frame, and the **Vertical position** is the distance from the top of the page to the top of the frame.

5. Click on **OK** to apply the changes to the frame.

When a group of frames is selected, the entries on the **Size & Position** form relate to the large box surrounding the group. If the size values are changed, the frames in the group are rescaled to fit the new size, while maintaining their size relative to each other. The position of the group is measured from the top left-hand corner of the page.

Cutting and copying frames

To cut a frame or group of frames out of the page, make sure the frame or group is selected, then do one of the following:

■ Click on **Cut** in the **Edit** menu

■ Press (ALT) **X**

■ Press (DELETE).

You can then paste the frame or group back in, paste it in on another page or leave it deleted.

To copy frames, make sure the frames are selected, then click on **Copy** in the **Edit** menu or press (ALT) **C**. A copy of the frame and its contents is placed on the clipboard, allowing you to paste the copy back in on the same page or on another page. You can paste the copy into a different document by closing the current document and opening another one. Any imported pictures or stories will not be copied across documents with their frames.

Pasting frames

To paste a previously cut frame or group into a document, do one of the following:

■ Click on **Paste** in the **Edit** menu

■ Press (ALT) **V**

■ Press (INS).

The contents of the clipboard will be pasted onto the current page of the document. This need not be the page they were cut or copied from. If there is another frame already there, the copy is pasted in downwards and to the right of the original.

NOTE Timeworks Publisher has separate clipboards for frames, text and graphics, e.g. if you cut out a frame it will not overwrite any text you may have cut out previously. The contents of the clipboard remain intact until they are replaced or you quit Timeworks Publisher.

Stacking frames

If you move a frame into a position where it overlaps another frame, you can use the **Bring to front** and **Send to back** commands in the **Page** menu to stack them in the order you want.

Frames are stacked in the order in which they were created until you change their stacking order by moving them to the front or back of the other frames. Be careful when using **Send to back**, as it will place the selected frame behind all the items on that area of the page. If you then deselect that frame, it may be completely covered over, and it may be quite difficult to select it again.

A frame can be set to repel text so that if it is moved to overlap another frame containing text, none of that text will be hidden from view. For further details see "Repelling text" in Chapter 5, *Working on your document.*

Paragraph styles

Each paragraph of text within a document is "tagged" with a paragraph style name. All paragraphs are tagged as **Body text** unless the text was already tagged with a paragraph style using a word processor (see the section "Tagging text with a paragraph style" in Chapter 8, *Reference section*). Pressing (RETURN) to create a new paragraph will assign the style of the previous paragraph to the new paragraph until a different paragraph style is allocated. When Paragraph mode is selected, the paragraph styles which are currently available will be shown in the browser.

If you click the mouse pointer on a paragraph in Paragraph mode, the whole paragraph will appear highlighted in reverse video. The name of the paragraph style being used for the selected paragraph will also be highlighted in the browser:

Selecting a paragraph
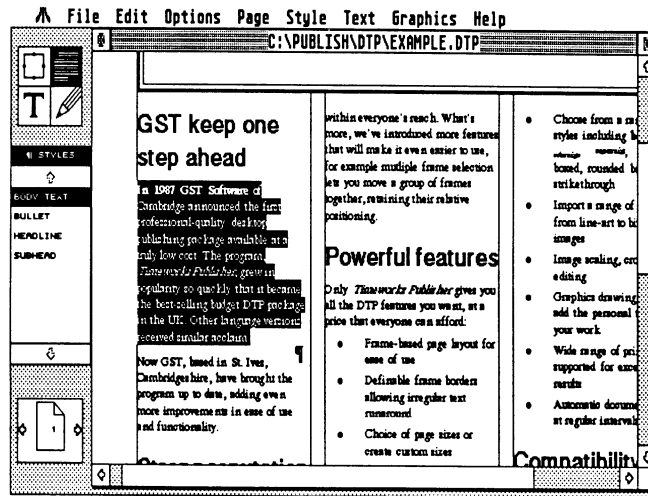
Creating a new paragraph style

To create a new paragraph style:

1. In Paragraph mode double-click on a paragraph of text, or in the browser on the name of the existing style which is closest to the style you want to create.

2. When the **Paragraph Style** form appears, click on **New style**. A form will then appear showing you the name of the selected style in the **Name** box.

3. Delete the old name by pressing (ESC) and type in a name for the new style:

Creating a new paragraph style
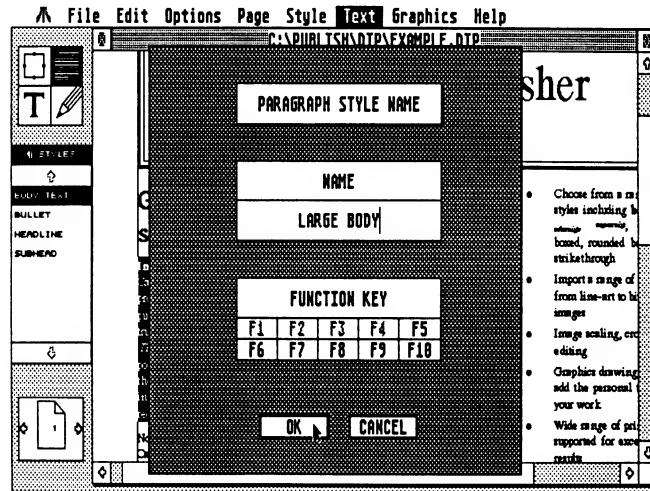
4. You can also allocate a function key to the new style by clicking on one of the available **Function key** boxes. (See "Assigning function keys" later in this chapter for further details.)

5. Click on **OK** and you will notice that the new paragraph name is added to the browser. The **Paragraph Style** form is displayed for you to set up the features of the new paragraph style.

6. When you have finished setting the features, click on **OK**.

The following sections describe how to use the **Paragraph Style** form to set up or change the features of a paragraph style.

Changing an existing paragraph style

To change an existing paragraph style, display the **Paragraph Style** form by doing one of the following in Paragraph mode:

- Double-click on the name of the paragraph style in the browser

- Double-click on a paragraph which has been tagged with that style

- Click on a paragraph tagged with the style or click on its name in the browser, then click on the **Paragraph style** command in the **Text** menu.
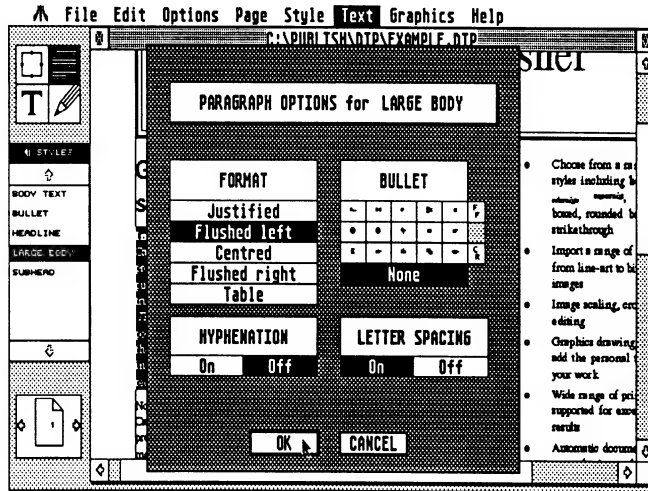
Justification

Click on **Options** on the **Paragraph Style** form to choose the justification format, whether or not hyphenation and letter spacing will be used, and what sort of bullet symbol (if any) will appear at the start of a paragraph.

Four different styles of text justification are available: justified, flushed left, flushed right or centred in the frame.

It is also possible to set tab positions and construct a table by selecting **Table** in the **Format** box of the paragraph **Options** form. See "Setting tabs" later in this chapter for details of how to set the tab positions.

The paragraph
Options form

File   Edit   Options   Page   Style   Text   Graphics   Help

C:\PUBLISH\DTP\EXAMPLE.DTP

PARAGRAPH OPTIONS for LARGE BODY

FORMAT	BULLET
Justified	
Flushed left	
Centred	
Flushed right	None
Table	

HYPHENATION	LETTER SPACING
On Off	On Off

OK   CANCEL

STYLES
BODY TEXT
BULLET
HEADLINE
LARGE BODY
SUBHEAD

- Choose from a range of styles including bold, *italic*, ~~strikethrough~~
- Import a range of images from line-art to bitmap images
- Image scaling, cropping & editing
- Graphics drawing: add the personal touch to your work
- Wide range of printers supported for excellent results
- Automatic document

Hyphenation

The layout of text between the margins is also affected by hyphenation. Timeworks Publisher uses a system of automatic hyphenation rules and an exceptions dictionary to decide where to place line breaks in the text. Automatic hyphenation can be turned off by selecting **Hyphenation** Off on the paragraph **Options** form. (For full details of soft hyphens see the section entitled "Soft hyphens" in Chapter 5, while for details of editing the hyphenation exceptions dictionary refer to the section entitled "Hyphenation" in Chapter 7.)

Bullets

Bullets are particularly suitable for lists of features or step by step instructions which are not numbered. The characters provided for bullets are ITC Zapf Dingbats®.

Select your bullet character by clicking in the appropriate box on the paragraph **Options** form. A scroll bar is displayed next to the list of Zapf Dingbats on the paragraph **Options** form. Click on one of the arrowheads at either end of this scroll bar to scroll through the characters and select the one you wish to use. If for any reason the Zapf Dingbats font is absent, the Symbols font will be used for bullets if it is available.

A bullet will always appear as the first character on the first line of the paragraph, and on that line only. If you wish bullets to appear in other places you will have to type them in individually as described in "The character set" in Chapter 5.

Letter spacing

If the amount of space inserted between each word to justify text exceeds the maximum you have defined on the **Word Spacing** form, then extra space is added between the letters in each word. If you do not want the space between letters to be varied in this way, click on **Letter spacing** Off on the paragraph **Options** form.

Word spacing

The paragraph **Word Spacing** form allows you to set the maximum and minimum space which you wish to appear between the words in each style paragraph style. If you enter a minimum space value which is greater than the maximum space value, both space values are replaced by 0.3 ems and 1.0 ems respectively.

The Word Spacing form
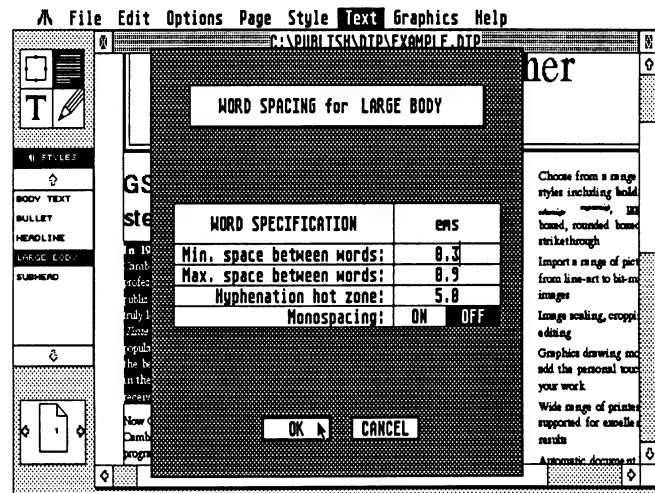
The **Hyphenation hot zone** is set using the **Word Spacing** form and is measured in ems. The hot zone is the area at the end of a line of text within which the line break will be placed when a ragged right margin is being used. The larger the hot zone, the more ragged your text will be. If automatic hyphenation is turned on the hyphen will be placed within this zone.

Monospacing

A monospaced font is one where the widths of all the characters, including the space character, are the same. Courier is an example of a monospaced font. When using monospaced fonts within your document, you may wish to ensure that spaces between words are not stretched, but are kept the same as the width of other characters in the font. The **Monospacing** option lets you do this.

The **Monospacing** option is found on the paragraph **Word Spacing** form. Turn **Monospacing** on and off for a paragraph style by clicking on the On or Off boxes. Turning **Monospacing** on has two consequences:

■ If the **Justified** format was selected for that paragraph style, the format is automatically changed to **Flushed left**

■ **Letter spacing** is switched off.

If you use the **Word Spacing** form to switch **Monospacing** off, **Flushed left** will remain selected and **Letter spacing** will remain off until you make other selections. **Monospacing** is automatically switched off if you turn **Letter spacing** on or select the **Justified** format on the paragraph **Options** form.

Changing font and point size

Click on **Font & size** on the **Paragraph Style** form to display the **Font & Size** form. Select a font and point size by clicking in the appropriate boxes. Use the scroll bars on the form to view the list of fonts and point sizes available. If you are using a printer with scalable fonts the selected point size will be transferred to a **Custom size** box. You can then type in a custom point size up to a maximum of 250 points in addition to those shown in the **Size** box.

The Font & Size form

A File Edit Options Page Style **Text** Graphics Help

C:\PUBLISH\DTP\EXAMPLE.DTP

FONT AND POINT SIZE for LARGE BODY

FONT	SIZE
Sans	7
Serif	10
Autumn	12
Symbols	14
Zapf Dingbats	18
Brushwood	24
Diamond	28
Sage	36

STYLES
BODY TEXT
BULLET
HEADLINE
LARGE BODY
SUBHEAD

OK   CANCEL
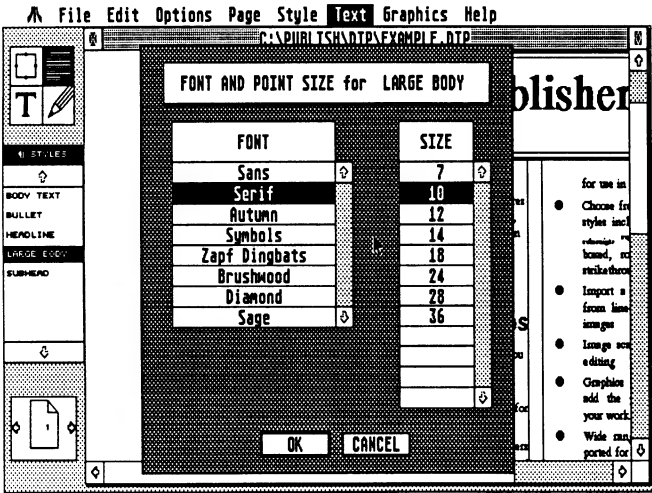
NOTE Your **Font & Size** form may differ from the one shown depending on your printer setup.

Paragraph indents and margins

The **Dimensions** form is used to specify the margins which will be left around a paragraph and also the amount of leading (space) which will occur between the lines.

The paragraph
Dimensions form
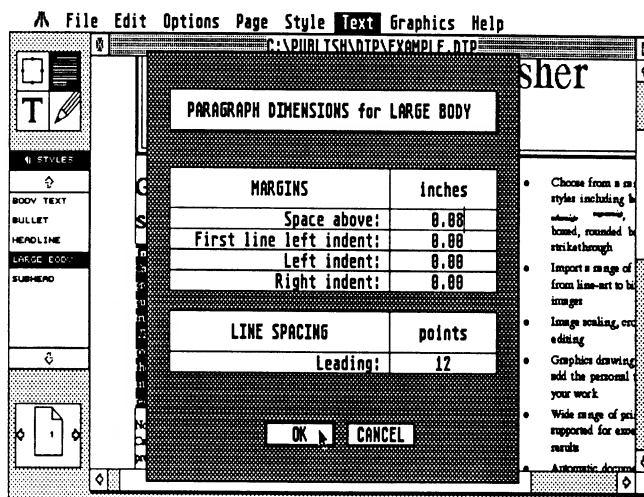
Use **Space above** to set the amount of space above a paragraph. The first paragraph within a frame will be placed immediately below the frame border, with no space above it. The amount of space below a paragraph depends on the amount of space left above the following paragraph.

The **First line left indent** is the space between the left frame edge and the start of the first line of that paragraph. The **Left indent** of a paragraph is the space between the left frame edge and the rest of the paragraph. Set the **First line left indent** and the **Left indent** to the same amount if you wish to indent the entire paragraph by a set amount from the left frame edge. The **Right indent** is the space between the right frame edge and the right edge of the paragraph.

Creating hanging indents

Timeworks Publisher allows you to create paragraphs with hanging indents. A hanging indent is created when the **First line left indent** is smaller than the **Left indent.** Hanging indents can be used to insert numbers (or any other characters) at the start of a paragraph. Follow the steps below to create hanging indents:

1. Display the paragraph **Dimensions** form for the relevant paragraph style.

2. Set a **First line left indent** that is *smaller* than the **Left indent** for the paragraph then click on **OK** to remove the form.

If you wish each paragraph to be preceded by a number or another character, set up the paragraph indents as described above then:

3. In Text mode, position the text cursor and type the number or other character intended to precede the paragraph.

4. Press (TAB) and then continue typing the paragraph. The rest of the paragraph is automatically indented.

5. Press (RETURN) and repeat step 3 onwards to type further paragraphs.

NOTE	The **Bullet** paragraph style illustrates the effect of hanging indents.

Leading

Leading, the spacing between lines of text, spacing is measured in points. Variations in the leading can be used to create the appearance of single, double or other types of line spacing. Click in the **Leading** box on the paragraph **Dimensions** form to set the leading for a paragraph style. Refer to the "Leading" section in Chapter 7, *Hints and tips* for advice about choosing the correct amount of leading.

Setting tabs

Tabs are used to align text in columns e.g. for presenting statistics or designing forms. "Making use of tabs" in Chapter 7 illustrates these ways of using tabs. Pressing (TAB) moves the Text cursor to the next tab position where you can enter text. The default tab settings are used until you define alternative tab settings.

Once you have selected **Table** justification for a paragraph style using the **Options** form, you can set up the tabs for that paragraph style. The default tab setting is 0.50 inches apart with spaces for leaders between tabs. Leaders are characters placed between tab points, used to "lead" the reader's eye across the page.

Follow these steps to set individual tabs for a paragraph style:

1. Click on **Set tabs** on the **Paragraph Style** form. If the paragraph style is not of **Table** format a message is displayed allowing you to change the format to **Table** or to cancel the **Set tabs** command.

2. Select the number of the tab you wish to set. Click on either **Position** or **Width** in the **List tabs by** box to display the tab according to its position measured from the left-hand edge of the frame or its width measured from the previous tab.

The Set Tab Points form
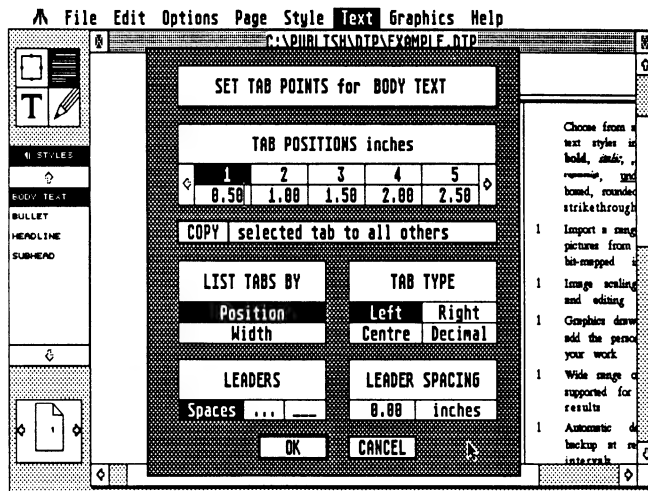
3. Enter the tab position or width as appropriate.

4. Select the tab type by clicking on the appropriate box (left, right, centre, or decimal). Choose **Left** to get text that is flushed left at that tab position, **Right** to get text that is flushed right, **Centre** for text that is centred, and **Decimal** to align a column of numbers at the decimal point.

5. Choose the type of leader you require (spaces, dots, underscore) by clicking on the appropriate box.

6. Click in the **Leader spacing** box to set the amount of space, if any, to insert between each characterleader character.

7. If you want all your tabs to be identical to the one you have just set, click on **Copy selected tab to all others**.

8. When you have set all the tabs you want, click on **OK** or click on **Cancel** to revert to the original settings.

A quick way to edit a tab setting is to double-click on the tab position in Paragraph mode and select **Set tab points** from the **Paragraph Style** form. **The Set Tab Points** form will be displayed with the relevant tab already selected.
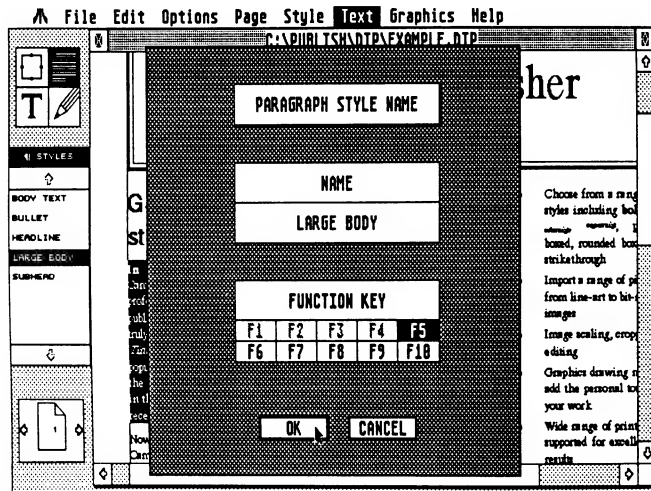
Assigning function keys

You can allocate a function key to each paragraph style using the **Function key** option. Function keys that have already been assigned are marked in the list. The default paragraph styles have the following function keys:

■ F1 Body Text

■ F2 Headline

■ F3 Bullet

■ F4 Subhead.

You can reassign one of these function keys to another paragraph style if you wish. When the form appears, click on one of the numbered boxes to allocate a function key:

*Assigning a
function key*

Having assigned a funtion key to a paragraph style, you can then use the function key to tag paragraphs in two ways:

- In Text mode, place the text cursor within a paragraph and press the relevant function key

- In Paragraph mode, select the paragraph you wish to tag and press the relevant function key.

Changing text style

To change text style for a paragraph style, first select that paragraph style, then click on the appropriate command in the **Style** menu, e.g. **Underlined**. The features you selected will then be applied to all paragraphs throughout the document which are tagged with that paragraph style name.

Clicking on **Normal** in Paragraph mode resets the paragraph style, turning off any text style options previously selected for the paragraph style. However, clicking on **Normal** in Paragraph mode does not turn off any text style options selected in the **Style** menu using Text mode. Such style selections can only be turned off by marking the text in Text mode and clicking on **Normal**.

Switching paragraph styles

If you wish to tag a paragraph with a different paragraph style, select the paragraph then click on a different style name in the browser. The paragraph you have selected will take on the characteristics of that new style and will remain selected so that you can run through a range of styles.

Any styles assigned in Text mode will override the paragraph's style, e.g. this paragraph style is normal but **these words** are in bold.

Text styles assigned in Text mode are not saved as part of the paragraph style and hence are not retained in the style sheet. Text mode is only intended for styling short blocks of text. Create a new paragraph style for any combination of style, font and size etc. that you use frequently.

Deleting an unwanted paragraph style

To delete an unwanted paragraph style, double-click on the style you wish to delete. This displays the **Paragraph Style** form. Click on the **Delete style** button. A message is displayed giving you the chance to cancel the command. Any paragraphs which were tagged with the deleted paragraph style will revert to **Body text**.

NOTE You cannot delete the **Body text** paragraph style.

Saving the style sheet

Having set up your style sheet for a particular document, you may wish to use it for another document. To do so, you must first save your style sheet on disk as a separate file. Click on **Save style sheet** in the **File** menu to save your current document format, master page, headers and footers, and paragraph styles on disk. The Item Selector is displayed and a name for the style sheet is suggested on the selection line. Edit this name if you wish, then click on **OK**. Try to give the style sheet a name that reflects the sort of document it will be used for, e.g. MEMO.STY.

When you wish to use the style sheet for a new document, click on **New** in the **File** menu to display the message asking you whether you want to load a style sheet. Click on Yes, and when the Item Selector is displayed, choose the style sheet you saved and click on **OK**.

If you wish to make substantial changes to a style sheet without changing the original, first use **Save style sheet** in the **File** menu to save a copy of the original style sheet with a different name, and only make changes to the copy. By changing existing style sheets and saving them separately, you can build up a library of style sheets.

Saving Timeworks Publisher default information

When Timeworks Publisher starts up it uses pieces of information to determine factors such as which view size to be in, where to look first for .DTP files and whether or not to create .BAK files. These pieces of information are known as the defaults. You can change the Timeworks Publisher defaults for the following:

■ The paths (disk and folder) used for your documents, style sheets, pictures, text files, and print-to-disk files

■ The name of the default style sheet

■ The appearance of the Timeworks Publisher desktop (selected page view size, whether tools, rulers, frames & columns and pictures are shown)

■ The formats of text and picture imports

■ Whether a backup (.BAK) file is created when an existing .DTP file is saved.

Click on **Set defaults** in the **Options** menu to choose your defaults:

The Set Defaults form
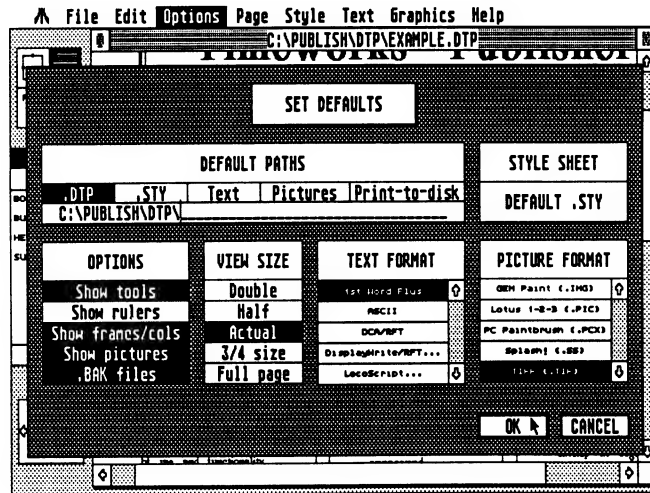
To display or change the paths for your files, select the relevant option, e.g. **.DTP**, and edit the path displayed. Similarly, you can edit the name of the default style sheet. The other options on the form are chosen by clicking on them. These settings are saved when you click on **OK**.

Summary

This chapter has described how to set up a new document using master pages, frames and paragraph styles and how to save default settings.

5: Working on your document

This chapter provides information about working with text, pictures and graphics in your document. Information about printing your document is at the end of this chapter.

View sizes

On most monitors, the view size at **Actual size** is **WYSIWYG** [What You See Is What You Get]. However, some lines of text will appear shorter on the screen than on the printed page because screen fonts and printer fonts are not exactly the same.

Timeworks Publisher provides Sans screen fonts in 3 and 5 point sizes so that text displayed at reduced view sizes is not "greeked". However, in reduced views, very small text may appear greeked because a point size smaller than 3 is required.

Moving to another page

You can scroll through a document page by page by doing one of the following:

■ Click on **Go to page** in the **Page** menu to display the **Go To Page** form. When the **Go To Page** form appears, type in the number of the page you want to move to, then click on **OK**. If you don't type in a number, you'll go to the first page of your document.

■ Click on one of the arrows on the page icon. If the last page of your document is displayed on screen, you will be asked if you want to add a new page.

Moving to and from the master page is described in "Using the master page" in Chapter 4.

Moving the text cursor

You can move the text cursor using either the arrow keys, the mouse pointer or the keyboard shortcuts. A full list of keyboard shortcuts is provided in Chapter 6, *Menu commands and keyboard shortcuts*.

During typing or while using the arrow keys, if you attempt to move the text cursor out of the window either horizontally or vertically, the window will scroll in the appropriate direction so that the cursor remains in view. However, if you type in more text than will fit in the selected frame, the cursor may disappear from view. You will need to resize the frame or delete some text in order to restore the cursor to view.

Importing a story

Stories can be imported into Timeworks Publisher from any of the word processing programs shown on the **Import Text** form or from other word processing programs that can save documents in the available formats.

No matter which word processor has been used to create the original story, when it is imported into Timeworks Publisher a new copy of it is made and stored within the document. The original file is not altered in any way and remains available for future use if required.

To import a story:

1. Select **Import text** in the **File** menu. A form is displayed for you to choose the format of document you wish to import.

The Import Text form
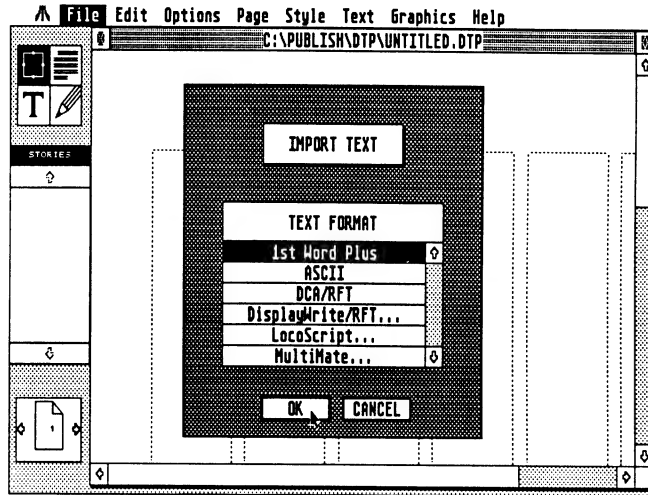
2. Click on the arrow heads to scroll through the list of available options. Click on the name of the format in which your text was saved then click on **OK**. Once you have chosen to import text in a particular format, that format will be selected again the next time the form appears, although you can, of course, easily select a different format if necessary.

3. An Item Selector is displayed, allowing you to select the story you wish to import. Click on the name of the story and then on **OK**.

If you import text of the same format regularly, you can bypass the **Import Text** form and go straight to the Item Selector by pressing (SHIFT) while clicking on **Import text** in the **File** menu. The last selected format will be used.

4. After a few moments the story name appears in the browser.

5. When you are ready to use the story, select the frame you wish to put it in, then click on the story name in the browser.

When you select a frame before importing a story, the story will flow directly into that frame until either all the text has been placed or the frame is full. If part of the story you have flowed into a frame is still unplaced, the frame will have a dotted bottom edge. The rest of the story can then be flowed into subsequent frames. To do this, select the next frame, then click on the story name in the browser. The next part of the story will flow into the frame, either until it has all appeared or until the frame is full. If you have imported a long story, it will be quicker to use **Autoflow text** in the **Text** menu to flow the whole story automatically into frames. See the section called "Automatic text flow" in this chapter for more details.

NOTE Once a frame contains text directly typed in, you cannot import a picture or story into that frame, even if you first delete all the text.

Linking story frames together

Stories flow into frames in page order. For example, all the frames allocated to one story on Page 1 will be filled before the frames on Page 2. If you already have frames linked to a story on Pages 1 and 3 and then decide to include some of that story in a frame on Page 2, you will find that part of the story which was in the frames on Page 3 will automatically move over into the new frame on Page 2. Subsequent sections of the story will also automatically flow in to replace the contents of the frames on Page 3. In this way the story will always retain a logical order within the document.

Where several frames containing the same story appear on the same page however, the story will flow into them in the order in which they are selected, no matter where they are placed on the page. You can change the order in which a story has been flowed into these frames by selecting a frame that already contains part of the story, then clicking on the story name in the browser. The selected frame becomes the last frame into which the story is flowed on that page, and the text in the other frames is adjusted for this new flowing order.

When existing frames are resized, the story is reformatted to fit the frames. The story in subsequent frames is also adjusted so that it flows on correctly.

Automatic text flow

A powerful feature of Timeworks Publisher is the ability to flow all of a story into a document automatically, creating as many new pages and frames as are needed. The pages are copied from the master page and the frames are copied either:

■ From the master page if there are any empty frames on it, or

■ From the page in your document where you selected autoflow (if there are no empty frames on the master page).

Any features on the master page such as pictures or headers and footers will also be copied onto the new pages.

If you use autoflow on a page other than the last one of a document, the new pages will be inserted in the document and any subsequent pages will be renumbered as appropriate.

To automatically flow a story into a document:

1. Draw the frames to contain the story on either your master page or on the page of your document where you wish the story to begin. Be careful to draw the frames in the order in which the story is to be flowed into them.

2. If you have drawn the frames on the master page, use **Go to page** in the **Page** menu to move from your master page to the page of you document where you wish the story to begin.

3. Flow the story into the frames on the page. If the last frame on the page has a dotted bottom edge, part of the story still has to be placed into frames.

NOTE Only the frames containing the story will be copied onto the new pages and have the story flowed through them.

4. Make sure the last frame (with the dotted bottom edge) is selected. Click on **Autoflow text** in the **Text** menu:

Using the automatic text flow
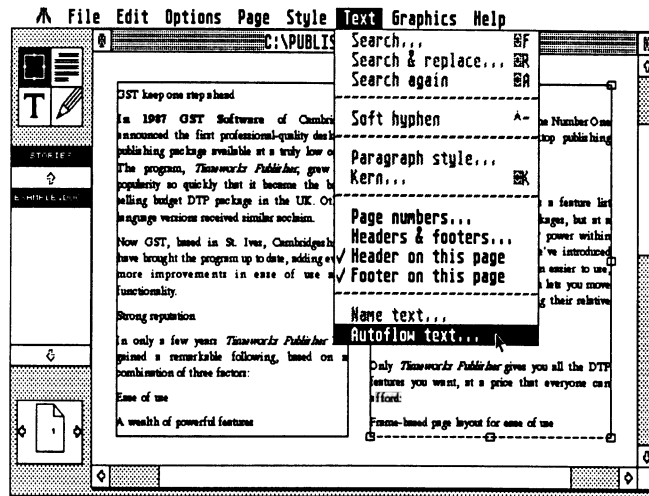
Timeworks Publisher automatically creates the number of pages and frames needed to place the whole story and flows the story into them.

After styling and editing the story, it may not all fit into the existing pages. Select the last frame of the story (with the dotted bottom line) and use **Autoflow text** again to flow the rest of the story into the document.

Typing and editing text

Text mode is used for typing in new text and for making amendments to existing stories. You can insert additional text by positioning the text cursor within a frame and typing in the text.

Pressing (ESC) will redraw the screen, updating your edits.

Naming text

Text typed directly into a frame can be named. Once text has been named it becomes a story and can be flowed through frames in the same way as an imported story.

To give text a name:

1. In Frame mode, select the frame containing the text you wish to name.

2. Click on **Name text** in the **Text** menu to display the **Name Text** form.

3. Type in a name for the story, e.g. DESIGN.ASC. This name will be used if you later export the story:

Naming text
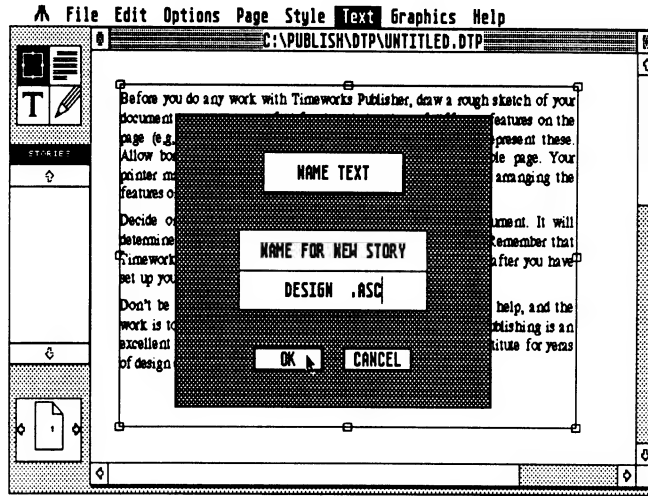
4. Click on **OK**. The story name is displayed in the browser.

The text can now be treated in the same way as any imported story e.g. flowed into other frames and exported in ASCII format.

NOTE You must export your named text before you can import it into another document.

Exporting a story in ASCII format

Once you have imported text into Timeworks Publisher and made some changes, you may wish to export it for use in another document. Paragraph and text styles will not be retained when the text is exported. Exported text can be edited using a word processor which can read files in ASCII format. If you intend to edit the text, make sure your word processor can read files in ASCII format.
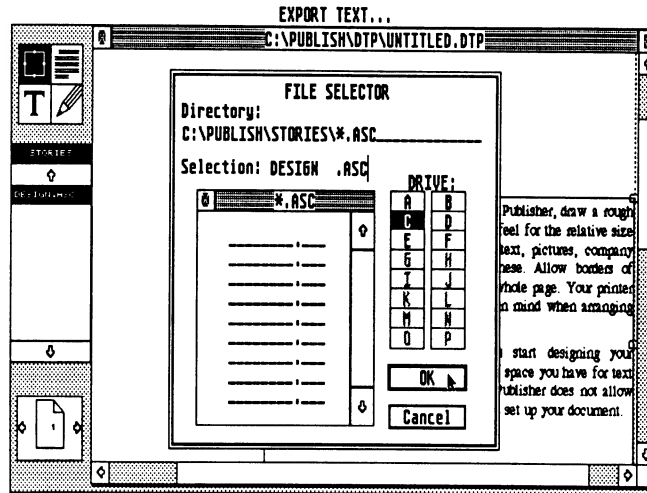
You can only export named text (stories), so if you wish to export text that you have typed directly into a frame, first use **Name text** in the **Text** menu to name it.

To export a story:

1. In Frame mode click on a frame containing the story you wish to export or click on the name of the story in the browser.

2. Click on **Export text** in the **File** menu. An Item Selector is displayed:

    If you named the story within Timeworks Publisher, that name will be displayed by the Item Selector. The story name is automatically given the .ASC file extension.

Exporting text

EXPORT TEXT...

C:\PUBLISH\DTP\UNTITLED.DTP

T

STORIES

DESTINATION

FILE SELECTOR
Directory:
C:\PUBLISH\STORIES*.ASC

Selection: DESIGN .ASC

DRIVE:

*.ASC

A	B
C	D
E	F
G	H
I	J
K	L
M	N
O	P

OK

Cancel

Publisher, draw a rough
feel for the relative size
text, pictures, company
these. Allow borders of
whole page. Your printer
n mind when arranging

start designing your
space you have for text
Publisher does not allow
set up your document.

3. Select an appropriate folder in which to save the file
    and edit the story name if necessary.

    If you enter a filename which already exists you will be
    asked if you wish to overwrite the existing file. Click
    on No to type in an alternative name. Make a note of
    the filename so that you can find it again when you
   wish to import it into another document.

4. Click on **OK** to export the story.

When you import the text back into another Timeworks
Publisher document, select either **ASCII** format or your
word processor file format on the **Import Text** form
depending on which format you saved the file in.

Finding the status of a story or document

Information about the length of a story, how many frames it currently occupies and how much of it remains to be placed can be obtained by double-clicking on the story's name in the browser. This displays the **Status** form:

The Status form
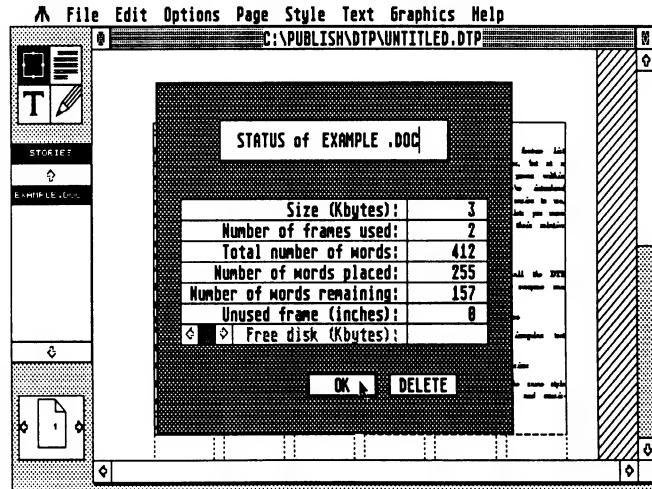
Clicking on **Status** in the **File** menu will display information about the whole document on screen, including the number of pages and words in the document and the amount of space left on the selected disk.

Renaming a story

To rename a story in your document, double-click on the story name in the browser to display the **Status** form. Press (ESC) to clear the top line of the form then type in a new name. Click on **OK** to give the new name to the story.

Deleting a story

To remove an unwanted story from your document, double-click on the story name in the browser to display the **Status** form. Click on **Delete** to delete the story. Before the story is deleted, a message is displayed offering you the chance to cancel the command. The story is only deleted from your current document, not from your disk.
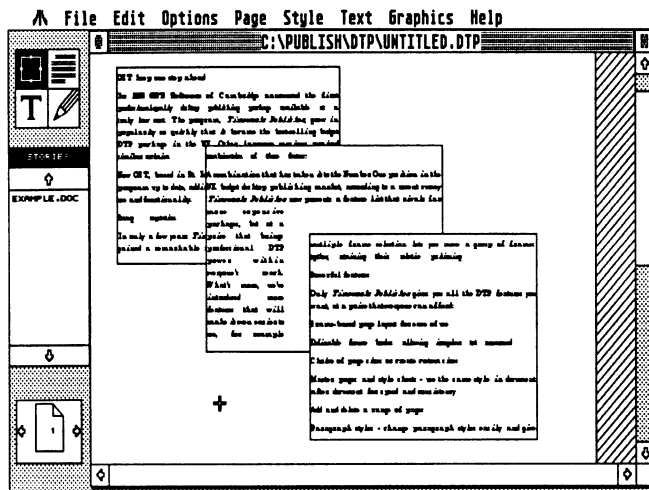
Repelling text

When a frame overlaps another frame containing text, the top frame *repels* the text in the underlying frame. The text is "pushed aside" by the top frame so that it remains visible. If a frame is not set to repel text and it has an opaque tint, any text which lies behind it will be hidden from view.

NOTE	It is not possible to flow text around both sides of a frame which is entirely contained within another frame.

In this picture the front frame is repelling text and the middle frame is not repelling text:

Repelling text

To turn text repelling on or off:

1. Select the frame for which you wish to turn text repelling on or off.

2. Click on **Repel text** in the **Options** menu. The **Repel Text** form is displayed.

3. Set **Repel text this frame** On or Off, as appropriate.

4. If you have turned **Repel text this frame** on, you can now change the padding for that frame. Padding is space surrounding the frame border into which text cannot cross. Click on the **Vertical space** and **Horizontal space** boxes to enter the padding you require.

5. Click on **OK** to apply the changes to the frame.

The **Repel text** command in the **Options** menu is marked when **Repel text** is switched on for the selected frame.

Defining the shape of a frame border

Text is normally repelled by the rectangular frame border of the superimposed frame. You can create interesting effects by changing the shape of the left and right frame border so that text is repelled irregularly. This facility lets you flow text around an object, loosely following its shape.

To change the shape of a frame border:

1. In Frame mode, select the frame whose border you wish to change.

2. Click on **Repel text** in the **Options** menu.

3. When the **Repel Text** form is displayed, turn **Repel text this frame** On.

4. To draw the left frame border, click on **Define border** in the **Left border** section of the form. The **Repel Text** form is removed and the page is redisplayed.

You can now draw a polyline (a series of line segments) to define the new left border of the frame. Notice that the first and last points of the polyline are already set for you, in the top and bottom centre of the frame:

Defining a frame border

Defining left frame border...
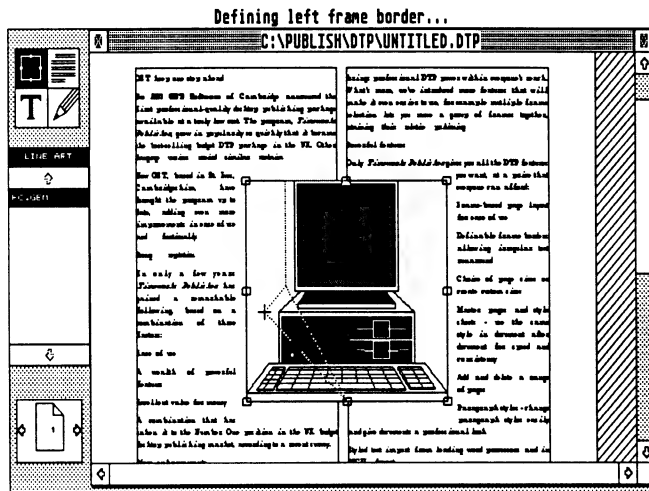
You can cancel the new border you are drawing at any time by pressing (ESC).

5. Click on each point which you wish the polyline to follow within the frame. You can specify up to 31 points, including the points in the top and bottom centre of the frame. Each point in the polyline must be lower than the previous point.

6. If you wish to delete the last point you have defined on the polyline, press (BACKSPACE).

7. When you have finished drawing your polyline, double-click the mouse anywhere within the frame or the desktop, or press (RETURN). The **Repel Text** form will be redisplayed for you to define the right frame border in the same way if you wish to do so.

8. After defining the frame border(s), click on **OK** on the **Repel Text** form. If you click on **Cancel**, you will lose any polylines you have just drawn.

Once you have drawn a polyline frame border, you can temporarily switch it off and restore the original frame edge by clicking on **Frame edge** on the **Repel Text** form. You can switch the polyline frame border on again by clicking on **User defined**.

You can replace a polyline frame border by clicking on **Define border** again. You will be asked to confirm that you want to replace the existing border.

If you turn **Repel text this frame** off, you will not lose any polylines you have drawn. They will be saved for use should you later turn **Repel text this frame** on again.

A frame with redefined borders retains the horizontal padding around its new borders. A frame tint only applies to that part of the frame contained within the new borders. You can use this feature to create interesting effects.

When you use **Frame border** in the **Options** menu on a frame which has a redefined border, the border style will be applied to the original frame border *not* the redefined frame border.

> **NOTE** When working on your document you may wish to edit text in a frame underneath a frame with an irregular border. *Before* editing this text, send the frame with the irregular border to the back of the page.

The character set

The actual range of characters available to the user will depend on the type of keyboard being used. If your keyboard has accented characters (e.g. é), then these characters will be accepted directly from the keyboard. If your keyboard does not have accented characters you can access them from the modified Atari character set. This character set is listed in Chapter 8, *Reference section*.

To insert one of these characters at the text cursor position, select **Character entry** in the **Edit** menu then type the appropriate number in the **Char. No.** box and click on **OK**, e.g. the number 189 produces © :

*Inserting an
Atari character*
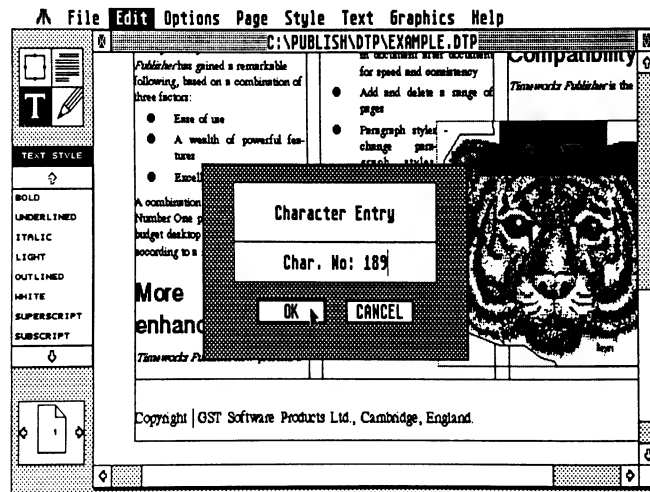
In addition to the normal keyboard characters, a subset of the ITC Zapf Dingbat character set is available for use either as the introductory symbol of a bullet paragraph, or elsewhere within the text. Refer to the section entitled "Bullets" in Chapter 4 for details of how to select Dingbat characters as bullets for introducing specially formatted paragraphs.

Alternatively, Dingbat characters can be inserted at the position of the text cursor. To insert a Dingbat character at the text cursor position:

1. In Text mode, select **Font & size** from the **Style** menu. The **Font & Size** form is displayed

2. Select the Dingbat font then click on **OK**.

3. Select **Character entry** from the **Edit** menu. The **Character Entry** form is displayed.

4. Type the appropriate decimal code into the **Char. No.** box and click on **OK**.

The Dingbat character will appear at the position of the text cursor. Refer to the list on the following page if you are unsure which decimal code you require.

The Dingbat characters supplied with Timeworks Publisher are listed below:

Character	Decimal code
✂	34
☎	37
☞	43
✔	52
✘	56
☆	73
✳	81
●	108
○	109
■	110
❑	111
◆	117
◆	169
➡	225
⇨	233

Typing in new text

You may, at times, wish to type a short item directly into your document. Indeed, it is quite possible to type in longer articles, although it is usually more efficient to use a word processor for this purpose.

To type in new text, select Text mode in the toolkit, and click in an empty frame. A narrow cursor line (the text cursor) will appear at the point where the new text will start. Text can then be typed in until the frame is full. Once it has been typed the text can then be edited in the same way as any other text. If you wish to continue typing the text into another frame, you must give the text a name, as described earlier in this chapter.

It is possible to preset the style of text you wish to use by making the appropriate selection either in the **Style** menu or in the browser. Keyboard shortcuts are also provided (see Chapter 6 *Menu commands and keyboard shortcuts*). Several style selections are available and many of these styles can also be used in combination. Style selections which are currently in use will be marked in the **Style** menu and shown in reverse video in the browser.

If a new style selection is made while the text cursor is in the text, text typed in from that point onwards will take on the selected text styles. If the cursor is moved to another position however, any text which is typed at that position will take on the style features of surrounding text unless new text style selections are made. If you press (RETURN) to start typing a new paragraph, the text of the new paragraph takes on the style selections of the last character in the previous paragraph.

Selecting a text style

```
 ⋏  File  Edit  Options  Page  Style  Text  Graphics  Help
                      ┌─────────────────────┐
                      │ Font/size... ⌘T LED.DTP
                      ├─────────────────────┤
                      │ Normal      ⌘N
                      │ Bold        ⌘B
                      │ Underlined  ⌘U
                      │ ✓ Italic    ⌘I │ e of text you
 It is possible       │ Light       ⌘L │ ropriate
 wish to use b        │ Outlined       │ nu or in the
 selction eith        │ White       ⌘W │ ns are
 browser. Sev         │ Superscript ⌘+ │ tyles can also
 available an         │ Subscript   ⌘- │
 be used in c         │ Box
                      │ Rounded box
                      │ Strikethrough
```

be used in combination. Style selections
which are currently in use will be marked in
the **Style** menu and shown in reverse video
in the browser.

The text styles in the **Style** menu and browser act as
toggles, which means that unwanted text styles can be
turned on or off by a second click on that style option. The
Style menu also contains a **Normal** style option. Clicking
on **Normal** in Text mode will reset the marked block of
text to the paragraph style. Clicking on **Normal** in
Paragraph mode will turn off the text styles of the selected
paragraph style.

NOTE Changes to the font or size of a block of text can only be
made after the block of text has been selected (see
"Restyling a block of text" in this chapter).

Editing text

Text can be edited in several ways. The simplest kind of edit is adding new text. To do this, ensure that you are in Text mode and click the text cursor after the character where you wish to begin typing. New text can then be typed straight in.

Text to the left of the cursor can be deleted one character at a time by pressing (BACKSPACE), while text to the right of the cursor can be deleted in the same way by pressing (DELETE).

Search and replace editing

Use **Search** to look through your document for a string of text. A string is a series of characters of any length which may include spaces. Place the text cursor in the document where you want to start the search or replace action and select **Search** from the **Text** menu. Timeworks Publisher will start searching from the cursor position and if it finds the string, it is marked as a block. If you have more than one story in your document, you need to place the text cursor within each story in turn because searching and replacing only works within one story at a time. **Search & replace** works very much like **Search**, except that you can ask Timeworks Publisher to replace one string of text with another.

To repeat a **Search** or **Search & replace**, click on the **Search again** command.

The Search &
Replace form
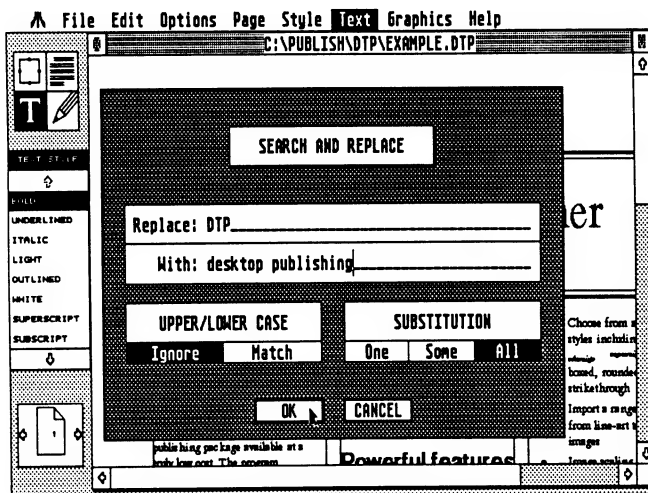
When part of a story remains to be placed in frames, **Search**, **Search & replace** and **Search again** will search through the placed text only. These commands can be used to search through a frame of untitled text.

NOTE   **Search**, **Search & replace**, and **Search again** only work in one direction; from the position of the text cursor to the end of your document.

Soft hyphens

The normal hyphenation rules used by Timeworks Publisher can be overridden by inserting a soft hyphen into the text. If the word needs to be hyphenated, it will be hyphenated at the position of the soft hyphen. If the word does not need to be hyphenated the soft hyphen will not be used and will not appear on screen.

There are two methods of inserting a soft hyphen. Insert the cursor at the required position, then insert the soft hyphen by doing either of the following:

■ Clicking on **Soft hyphen** in the **Text** menu

■ Pressing (CONTROL) –.

If you would prefer not to split a particular word at all, place a soft hyphen in front of its first letter. Automatic hyphens will not be placed in that word if it occurs in the normal hyphenation zone at the end of a line.

You can "pre-tag" words in a story with soft hyphens before importing them into Timeworks Publisher. For more information see the section on "The Timeworks Publisher markup language" in Chapter 8, *Reference section*.

NOTE If there are words that you never wish to be hyphenated, or which you wish to be hyphenated in a special way, you can edit the hyphenation exceptions dictionary. More information is found in the "Hyphenation" section in Chapter 8, *Reference section*.

Fixed spaces

Use a fixed space to link words or numbers which you do not want to be split over different lines during justification, such as:

Names   'Simon Jones'

Telephone nos.   '0480 496600'

Addresses   '13 Meadow Lane'

Trademarks   '1st Word Plus'

Press (CONTROL) **Space** to insert a fixed space. For more information refer to the section entitled "The Timeworks Publisher markup language" in Chapter 8.

Line breaks

You can insert a *line break* to move the text to the right of the text cursor onto the next line without starting a new paragraph.

Insert a line break by pressing (CONTROL) (RETURN) at the text cursor position.

Adjusting the space between two characters

Kerning is a printer's term for adjusting the spacing between letters on a line. Because of their shape some letters can look unbalanced when spaced an even distance apart. This is especially noticeable when sloping sided characters form part of a headline and are in upper case. An example is the word 'AWAY'. You may wish to move the letters closer together, e.g. 'AWAY'.

To do this with Timeworks Publisher, place the text cursor between the letters you wish to kern, then press (ALT) **K** as many times as necessary to reduce the space between the letters. Each use of (ALT) **K** moves the pair of characters together by half a point. Kerning can also be carried out using the **Kern** command in the **Text** menu. When using this method the space between the letters can be increased or decreased, so excessive kerning produced with the (ALT) **K** keys can be corrected.

To use the **Kern** command:

1. Place the text cursor between the letters you wish to kern, then select the **Kern** command.

2. The amount of kerning is measured in points. On the **Kern** form, type the amount of extra kerning required at the text cursor position.

Adjusting the kerning
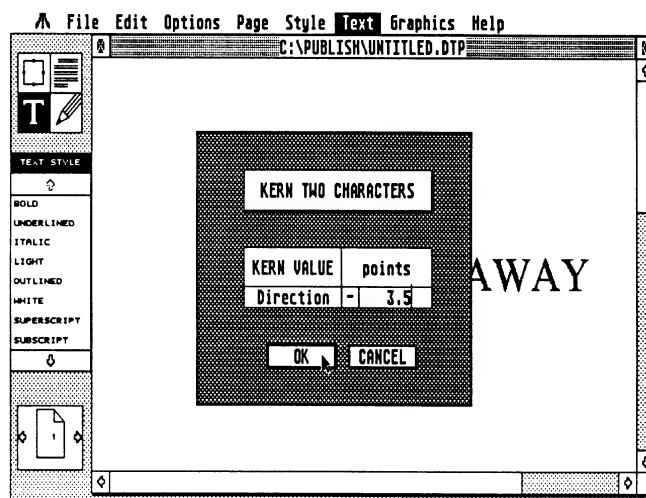
3. The symbol to the left of the measurement represents the direction of the kerning: + to increase the space, - to decrease it. You can alter the direction of kerning from one to the other by clicking on this symbol.

4. Click on **OK** to apply the kerning to the letters.

Using blocks of text

When you have marked a block of text, you can move it, delete it, copy it, or restyle it.

Marking a block of text

There are two ways of marking a block of text:

■   In Text mode, drag the mouse pointer from one end of the block to the other end

■   In Text mode, click at the start of the block of text you wish to select, then shift-click at the end of the block of text to mark the block between the two points.

To extend an existing marked block of text, shift-click at the position to which you want the highlight to extend.

A quick way of marking a whole word is to double-click the mouse pointer on it. The word and the space following it together with any punctuation will be marked as a block.

The marked block will be highlighted in reverse video:

Marking a block of text
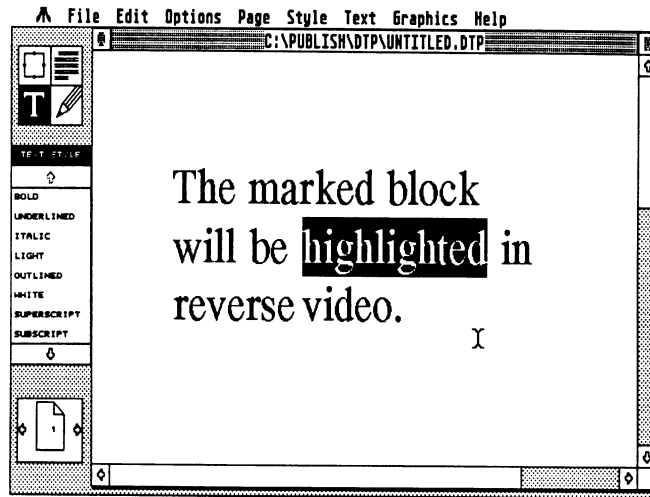
To unmark a block, simply click the text cursor in any part of the work area.

NOTE A marked block of text cannot extend over more than one frame.

Restyling a block of text

You can alter the style of a block of text in much the same way that you preset the style when inserting new text. Once the block has been marked, the **Style** menu, the browser or the keyboard shortcuts can all be used to select a style or combination of styles to be applied to that block. See "Changing text style" in Chapter 4, *Laying out your document*, for details of how to change text style on a paragraph by paragraph basis.

You can also change the font and point size of the block. First make sure that the block has been marked, then click on **Font & size** in the **Style** menu or press (ALT) **T** to display the **Font & Size** form:

Choosing a font and point size
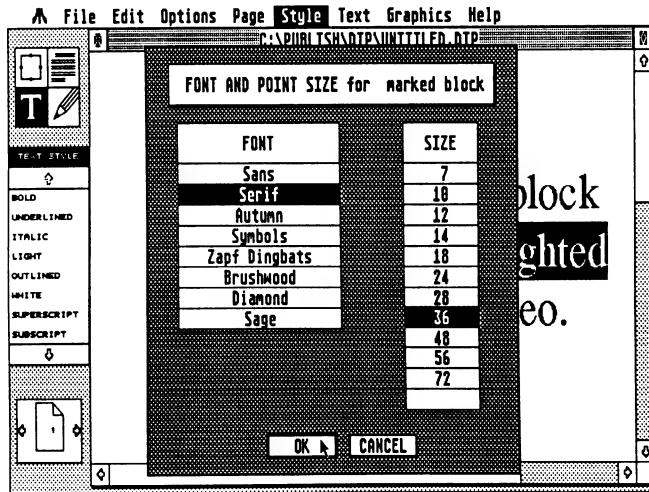
Make the selections you require then click on **OK**. The marked block will take on the characteristics you have chosen. Custom point sizes can be selected if you are using a printer capable of scaling fonts.

If you increase the size of your text to such an extent that even the first character will not fit into the chosen frame, you will be left with a frame which appears empty but into which you are unable to insert other items. To make the text appear again, you will have to enlarge the frame until at least one of the characters will fit into it.

Cutting, copying and pasting a block of text

To cut a marked block of text to the "clipboard", you can do one of the following:

■ Click on **Cut** in the **Edit** menu

■ Press (ALT) **X**

■ Press (DELETE).

Each time a block of text is cut to the clipboard it replaces any text which was already there.

To copy a block of text onto the clipboard without deleting it from the document, click on **Copy** in the **Edit** menu or press (ALT) **C**. Any other text already on the clipboard will be replaced by a copy of the marked block.

To paste the contents of the clipboard into a document, position the text cursor and do one of the following:

■ Click on **Paste** in the **Edit** menu

■ Press (ALT) **V**

■ Press (INS).

You can paste in as many copies of the same block of text into as many documents as you like. The block of text is pasted in at the position of the text cursor. Deselect any marked block before pasting either one or several copies.

Working with pictures

Pictures can be imported into your document from any of the drawing programs listed on the **Import Picture** form and from other programs which can save files in the available formats. Refer to your drawing program's user manual for details of which format the files can be saved in.

Line-art and images

A drawing program such as Easy-Draw® will produce a "line-art" file, while a painting program likeTouch-Up® produces "image" files. You can import line-art and image files into your document.

Timeworks Publisher also allows the import of Encapsulated PostScript (EPS) files. EPS files are not displayed on screen. Instead, the picture is replaced by a box containing a diagonal cross with the name of the EPS file in its centre. EPS files can only be printed on PostScript printers.

Some EPS files contain TIFF screen representations. While these EPS files can be imported into Timeworks Publisher, the TIFF picture will not be displayed on screen.
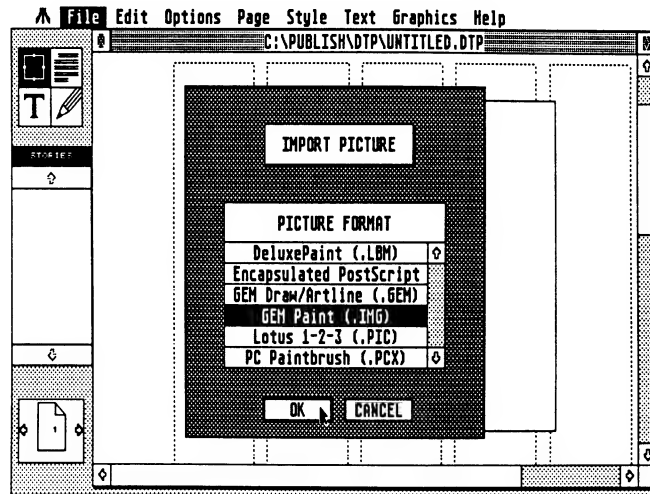
NOTE   Any files which you intend to import from DeluxePaint 2 should first be saved in DeluxePaint 2 using the .IFF Byte Run Compression option. For more information about this option, refer to the manual supplied with DeluxePaint 2.

Importing pictures

To load a picture into your document:

1. In Frame mode, click on **Import picture** in the **File** menu. The **Import Picture** form is displayed:

The Import Picture form

```
∧ File Edit Options Page Style Text Graphics Help
        C:\PUBLISH\DTP\UNTITLED.DTP

  T

STORIES

            IMPORT PICTURE


            PICTURE FORMAT
        DeluxePaint (.LBM)
        Encapsulated PostScript
        GEM Draw/Artline (.GEM)
        GEM Paint (.IMG)
        Lotus 1-2-3 (.PIC)
        PC Paintbrush (.PCX)

            OK    CANCEL
```

2. Click on the arrow heads to scroll through the list of available options. Select the type of file you want to import and click on **OK**. Once you have selected a particular format, that format will be selected the next time the form appears. You can easily select a different format if neccessary.

3. An Item Selector is displayed so that you can select the picture you want to import. Find the name of the picture and click on it, then click on **OK**.

   If you import pictures of the same format regularly, you can bypass the **Import Picture** form and go straight to the Item Selector by pressing (SHIFT) while clicking on **Import picture** in the **File** menu. The last selected format will be used.

4. After a few moments the picture name is added to the contents of the browser.

5. When you are ready to use the picture, just click on a frame to select it, then click on the picture name and it will be placed in the frame.

If you select a frame before importing the picture, the picture will automatically appear in that frame.


NOTE Colour images are converted to monochrome when they are imported into Timeworks Publisher.

Once a picture is listed in the browser, it can be used over and over again in as many different frames, and on as many different pages as you like, simply by selecting a frame and clicking on the picture name each time you wish to use it.

Hiding pictures

To turn the pictures in your document off, and increase the speed at which the screen is redrawn, select **Hide all pictures** in the **Graphics** menu. This command is marked when your pictures are turned off and the pictures themselves are replaced by a box containing a diagonal cross and the picture name:

Hiding a picture
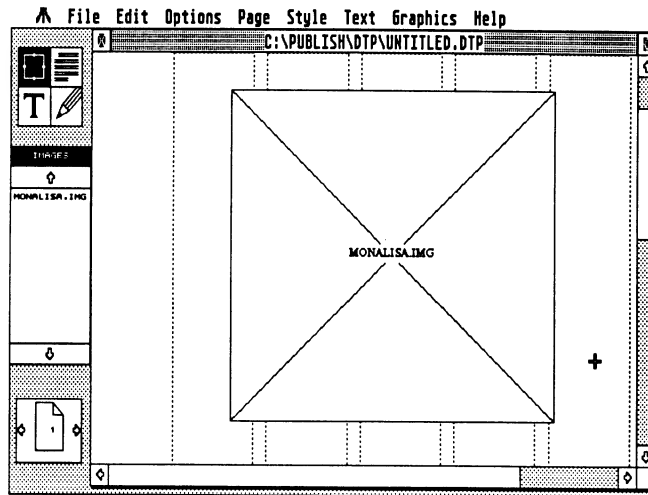
You can print your document without its pictures which is useful for example, if you wish to proofread the text. Click on **Print images** or **Print line-art** on the **Print** form to deselect those options and print your document without its pictures. When the document is printed the picture is replaced by a box containing a diagonal cross and the picture name.

Scaling an image file

The way in which images are scaled can be controlled within Timeworks Publisher. To scale an image, switch to Frame mode and select the frame containing the image. Click on **Scale picture** in the **Graphics** menu. The **Scale Picture** form allows you to choose:

■ Whether to preserve the *aspect ratio* of the image (e.g. so that circles are always circular), or to ignore it (e.g. so that circles may be stretched into ellipses)

■ Whether to select *whole pixel scaling* horizontally, vertically, or both.

Scaling an image
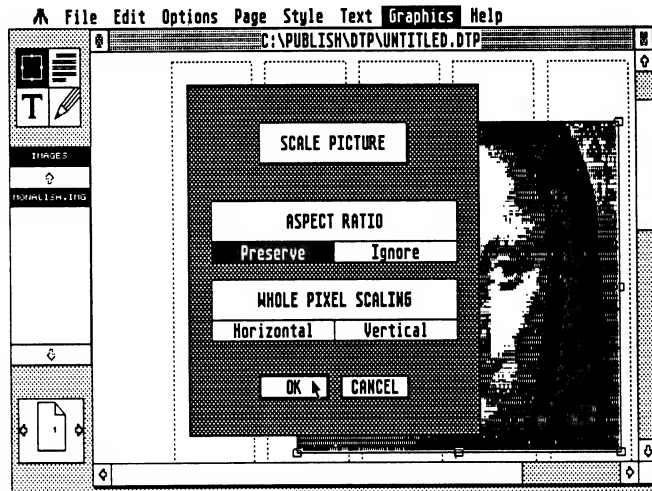
If an image is enlarged with **Whole pixel scaling** turned off, Timeworks Publisher may not represent each of the original pixels of the image by a whole number of pixels when it is printed at the new size. This can result in tartan or moiré-type patterns appearing in the printed image.

Turn **Whole pixel scaling** on to obtain a better quality of printed image. When **Whole pixel scaling** is turned on Timeworks Publisher attempts to represent each original pixel by a whole number of pixels at the new size. Unwanted pattern effects will not be produced and the printed quality of the image will be better, but the resulting image may be smaller than the actual frame.

When **Whole pixel scaling** is turned on, but the selected frame is too small in one or both directions to allow scaling, a message will be displayed telling you that whole pixel scaling is not possible.

Resizing a frame which contains an image will rescale the image, in accordance with any settings on the **Scale Picture** form, to fit the new frame size.

Cropping an image file

In order to mask unwanted areas of an image, in Frame mode select the frame containing the image then click on **Crop picture** in the **Graphics** menu. The mouse pointer will change to a pair of scissors icon, and you can then "drag" a box inside the image to mark the portion to be shown.

Cropping an image
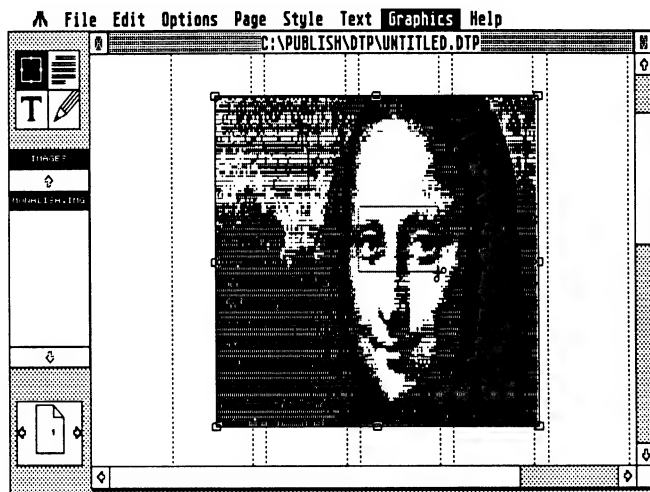
The part of the image within the box will expand to fill the whole frame. The original image remains unaffected, and can be restored by selecting the frame and clicking on the image name in the browser.

Editing an image file

To edit an image, in Frame mode select the frame containing the image. Click on **Edit picture** in the **Graphics** menu. Timeworks Publisher will open a new window showing the image enlarged. You can then "toggle" individual pixels by clicking on them with the mouse.

Click on the close box to save the edited image or abandon the edits and return to the original image. The original image on disk remains unaffected by any edits.

Editing an image
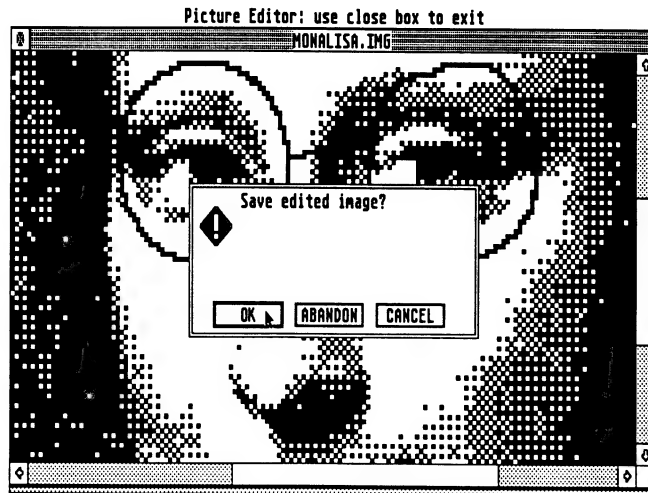
All copies of the image in your document will reflect your edits. To edit just one copy of the image, import the same image again, rename it and edit the renamed image file.

NOTE You can only use **Scale picture**, **Crop picture** and **Edit picture** when a *frame* containing an image is selected.

Renaming and deleting pictures

Double-clicking on a picture name in the browser displays a form showing the vital statistics of the picture e.g. its size. This form can be used to rename the picture by deleting the existing name and entering a new name up to eight characters long, with a three letter file extension:

Renaming a picture
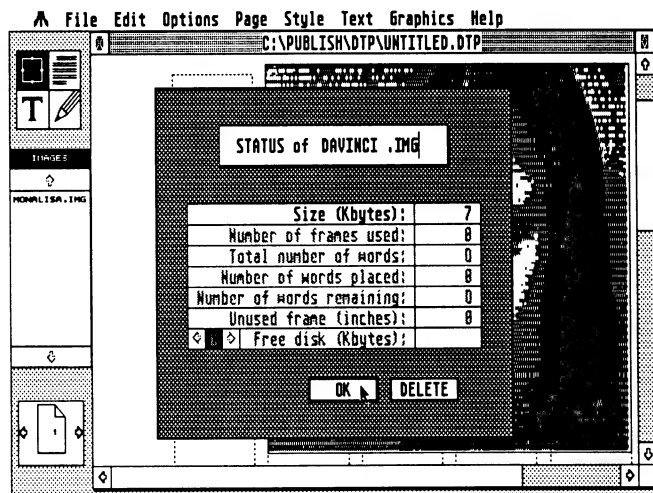
The form can also be used to delete a picture by clicking on **Delete**. A message is displayed giving you the opportunity to cancel the command. The picture will be deleted from all the frames into which it has been loaded.

NOTE Deleting a picture from your document does *not* delete the original picture file from disk. If you want to delete a file from disk, use **Erase** in the **File** menu.

Replacing a picture

To replace a picture in a frame with another picture of the same format, select the frame and click on the desired picture name in the browser. The existing picture will be replaced by the picture chosen from the browser. If the picture you want to use has not been imported, select the frame containing the unwanted picture and import the other. It will appear in the frame, replacing the previous picture which remains in the browser for future use.

Adding graphics

Use Graphics mode to draw simple line-art in your document. If you want to do more complex drawings, use your favourite drawing program and import them into Timeworks Publisher. When Graphics mode is selected, the browser will be replaced by the drawing tools.

Selecting a frame

You can either draw graphics in an empty frame, or add graphics to a frame with text or a picture in it. Switch to Graphics mode, then click in the frame to select it. When a frame is selected it is filled with small dots at the grid points:

Selecting a frame for graphics
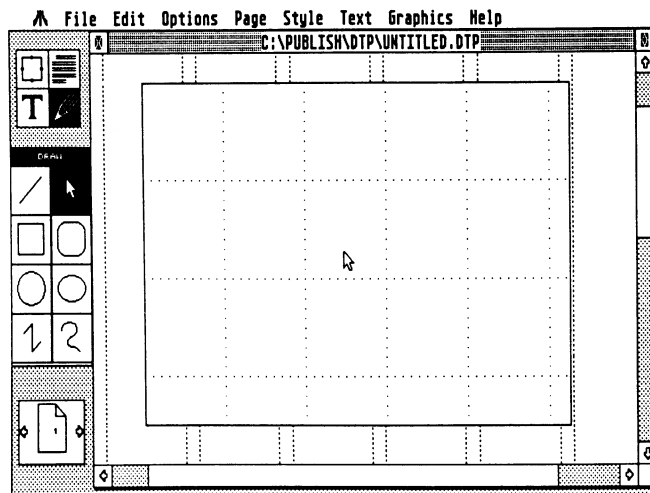
Drawing graphics

Having selected a frame, you are ready to use the drawing tools. First select the drawing tool you require by clicking on its icon. You can select straight, free-hand or polylines, or a variety of shapes such as squares, circles or ellipses.

To draw a **straight line**, select the straight line icon, then click and hold down the mouse button in the frame at the point where you wish the line to begin. Drag across to the point where you wish the line to end and release the mouse button there. A straight line will be drawn joining the two points. It will be surrounded by a graphics frame with handles which can be used to make further adjustments to it.

Drawing a
straight line
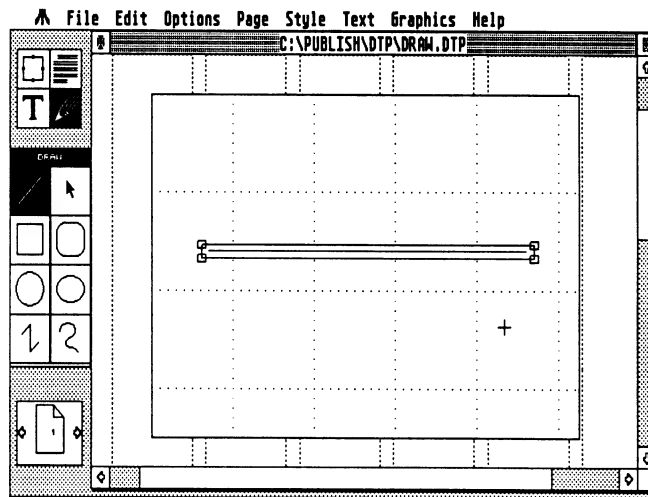
To draw a **free-hand line**, select the free-hand line icon, then click and hold the mouse button down at the point where you wish the line to begin. Follow the path where you want the line to go with the mouse pointer and release the button when you reach the line end.

*Drawing a
freehand line*
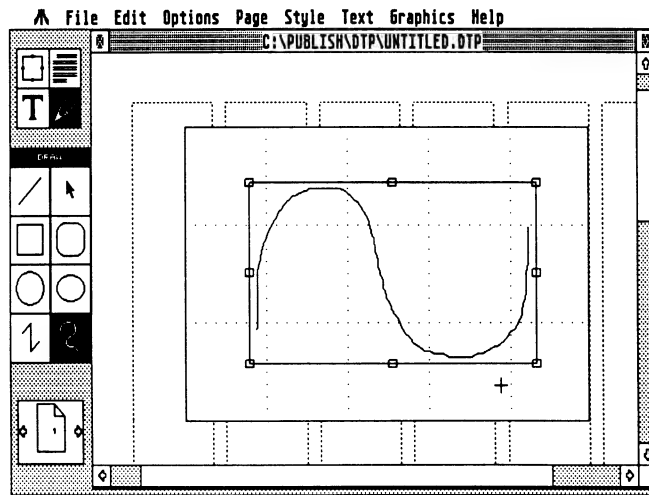
The amount of memory allocated to each free-hand line is limited. When your line exceeds the memory limit, the drawing tool will temporarily stop working. To continue drawing, deselect the line you have drawn by clicking outside its graphics frame, then continue drawing a new line from the point where the first line finished.

To draw a **polyline**, select the polyline icon, then click the mouse button at the point where you wish the polyline to start. Move to the next corner of the polyline, click again at that corner, and at each subsequent corner until the polyline is complete. When the polyline is complete, double click to mark its end:

Drawing a
polyline
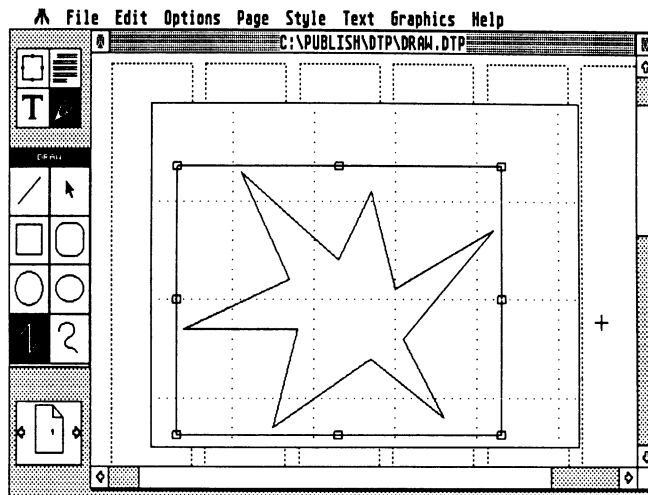
Shapes such as **circles**, **ellipses**, and **rectangles** can be drawn in a similar way. Select the icon for the tool you require, then click and hold down the mouse button at the point where you wish one corner or edge of the shape to be, drag diagonally across to the opposite edge and release the mouse button.

If you wish to add text to your drawings you are advised to place the text in a separate frame from the drawn objects, and to superimpose the text frame on the drawing.

Changing graphics line and fill styles

The **Line style** command in the **Graphics** menu allows you to select the type of line you wish to draw. The selected line style will also be applied to the edges of any shapes you draw, although arrowheads will only be used on lines, not borders. Varying thicknesses of line and line styles such as "hairlines" can be chosen. Lines can be drawn either in black or white.

Choosing a line style
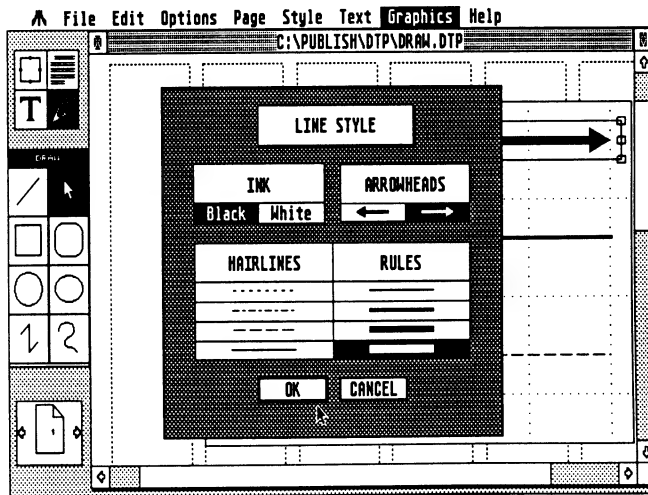
Click on **Fill style** in the **Graphics** menu to select one of 36 tints or patterns to fill any shape you draw. You can also select whether or not you wish the edge (or perimeter) of a shape to be drawn in, whether you want the fill style to be clear or opaque and whether you want the pattern to be drawn in black or white ink. Make your selections by clicking in the appropriate boxes:

Choosing a fill style

```
 Ⓐ  File  Edit  Options  Page  Style  Text  Graphics  Help
┌─────────────────── C:\PUBLISH\DTP\UNTITLED.DTP ───────────────────┐

                          ┌─────────────────┐
                          │   FILL STYLE    │
                          └─────────────────┘

              ┌──────────┐  ┌──────────┐  ┌──────────┐
              │ PERIMETER│  │VISIBILITY│  │   INK    │
              ├────┬─────┤  ├──────┬───┤  ├──────┬───┤
              │ On │ Off │  │Opaque│Clear│ │Black│White│
              └────┴─────┘  └──────┴───┘  └──────┴───┘

           OK      CANCEL
```
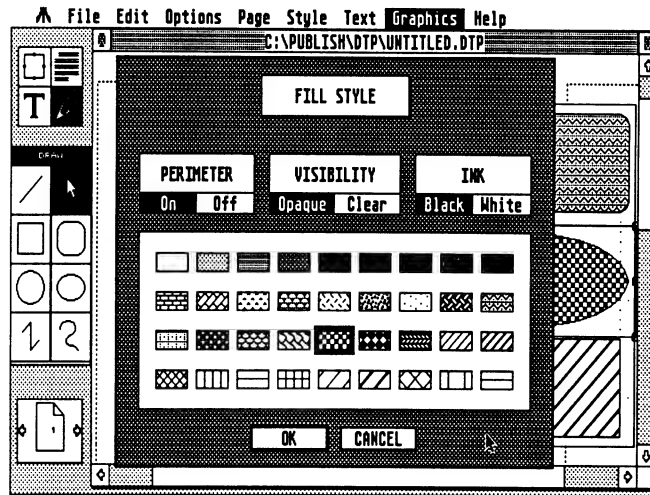
NOTE You cannot fill a shape that was drawn using the straight line, free-hand line, or polyline drawing tools.

Line or fill styles can be applied in either of two ways. They can be set up in advance, in which case they will apply to any item which you might then go on to draw, or they can be applied to a selected item which has already been drawn. If you change the line or fill style selections while an object is selected the new style selections will be applied to that object and any future ones which are drawn.

When you select an object with a particular line or fill style, then draw another object, the new object takes on the line or fill style of the previously selected object.

Snapping graphics to the graphics grid

Graphics snap to align themselves with the graphics grid points when drawn, moved or resized. In Graphics mode click on **Snap to grid** in the **Graphics** menu to align different graphics with each other.

The spacing of the graphics grid points varies according to the selected unit of measurement on the rulers.

Sizing and moving graphics

Graphics objects which you have drawn can easily be moved within their frame by selecting them, then holding down the mouse button, and when the grabber hand appears, dragging them across to the required position. Graphics objects cannot be dragged outside the frame borders, nor from one frame to another. If you do wish to move an object to another frame, you must copy it via the clipboard.

To change the size or shape of a graphic, first click on it to select it. Position the mouse pointer on one of the handles, then drag the frame by the handle until it is the size and shape you want:

■ Drag a corner handle to lengthen or shorten a graphic *both* vertically *and* horizontally

■ Drag a centre handle to lengthen or shorten a graphic *either* vertically *or* horizontally.

More accurate adjustments to the size and position of a graphic can be made using the **Size & position** command in the **Options** menu.

To resize or re-position a graphic:

1. Select the graphic you wish to resize or re-position by clicking on it. Select **Size & position** in the **Options** menu. The **Size & Position** form is displayed:

Displaying the size and position of a graphic
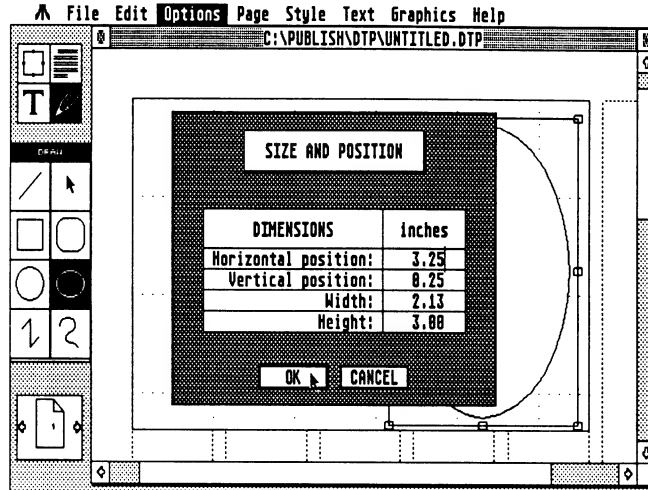
2. Edit the **Width** and **Height** dimensions to change the size of the graphic.

3. Edit the horizontal and vertical position entries to change the position of the graphic. The **Horizontal position** refers to the distance between the left-hand edge of the object and the left-hand edge of the frame it was drawn in. The **Vertical position** refers to the distance between the top of the object and the top of the frame it was drawn in.

4. Click on **OK** to apply the changes to the graphic.

The position of a frame is measured from the top and left-hand edges of the page, and the position of a graphic is measured from the top and left-hand edges of the frame it was drawn in.

NOTE When you resize a frame containing graphics objects (drawn using the Timeworks Publisher drawing tools), the graphics objects are resized to fit the new frame size. You can resize a frame without affecting the size of the graphics objects it contains by holding down (CONTROL) while dragging the handle of the frame to resize it.

Cutting, copying and pasting graphics

You can cut and paste graphics objects by selecting them, then using the **Cut**, **Copy**, and **Paste** commands in the **Edit** menu or using the keyboard shortcuts (see the section on "Keyboard shortcuts" in Chapter 6).

A graphic is pasted at the same position in the selected frame that it was cut or copied from. If there is another graphic already there, the copy is pasted in downwards and to the right of the original graphic.

Stacking graphics

The graphics in a drawing are stacked in the order in which they were created. If you wish to change this order, you can do so using the **Bring to front** and **Send to back** commands in the **Page** menu. Select the graphic that you wish to change the stacking order of, then select the appropriate command in the **Page** menu.

Printing your document

Use the **Print** command to print the document displayed on screen. A form will be displayed allowing you to select various options such as the number of copies to print, page range, forward or reverse order, whether to print pictures and so on.

Printing a
document
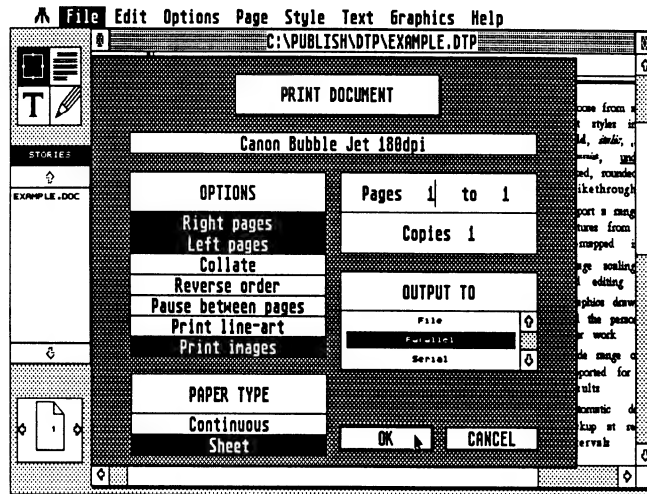
Press (BACKSPACE) to edit the range of pages and number of copies you wish to print. The maximum number of copies you can print is 99.

Select the port to which your printer is attached if it differs from the port which you selected during the installation procedure. If your printer was not installed using the standard Timeworks Publisher installation procedure, you may not be able to select an alternative port from the **Print** form.

To print your document without its imported images and line-art files click on **Print images** or **Print line-art** as appropriate to deselect them.

If you select **Collate**, each copy of your document will be printed in the order 1,2,3,... 1,2,3,... rather than 1,1,... 2,2,... 3,3,... etc. Click on **Pause between pages** if you wish to print on both sides of your paper or to change paper type during printing. A message is displayed on screen when printing pauses. Place the paper back in the feed tray to print on both sides or change the type of paper. Click on **OK** to continue printing.

If you experience any problems when trying to print check that the printer is connected to your computer, switched on, on-line and supplied with paper. For more advice see "Troubleshooting" in Chapter 7, *Hints and tips*.

NOTE   Press (ESC) to stop printing your document. Printing will stop at the end of the current page.

Printing a document to disk

You can print a document to disk if you are using a hard disk. The document can later be printed directly from the desktop. To print a document to disk:

1. On the **Print** form, select **File** in the **Output to** box. An Item Selector is displayed.

2. Choose a disk drive and folder in which to save the print-to-disk file.

3. Enter a name for the print-to-disk file and click on **OK**.

The document will be printed to the chosen folder. Refer to the manual supplied with your desktop for details of how to print the document directly from the desktop.

Adjusting the print offsets

This section provides brief instructions about how to adjust your printer offsets. Full details of how to adjust your printer offsets are provided in Chapter 2, *Installation guide*.

Use the vertical and horizontal print offset values on the **Set Column Guides** form in the **Options** menu to adjust the printing position of the page on the paper.

Adjusting the printer offsets
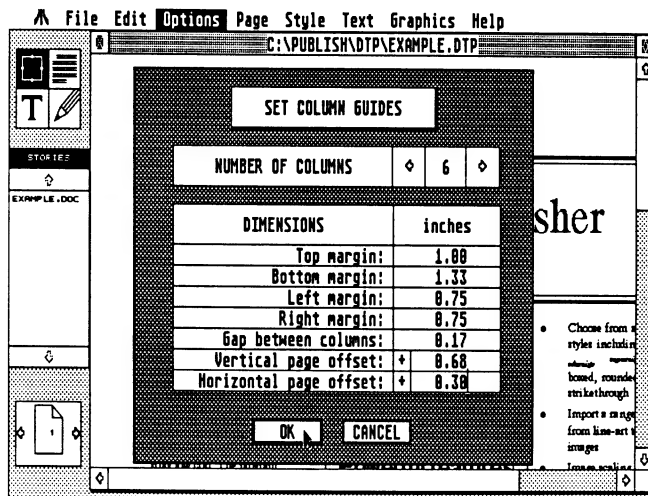
You can adjust the offsets in two directions: **+** upwards or leftwards, and **-** downwards or to the right. Click on the symbol to switch between the two directions.

NOTE	Some printers are not capable of printing right to the edge of the paper.

Saving your document

When you are ready to end your session working with Timeworks Publisher, save your current document. To save a new style sheet for future use see "Saving the style sheet" in Chapter 4, *Laying out your document*.

Select **Save** in the **File** menu to save your document with its current name. The document remains on screen for further editing.

The **Save as** command allows you to give a name to your document or to change the existing name of your document before you save it. When you select this command, an Item Selector appears, allowing you to choose a new name and directory path for your file:

Saving a document
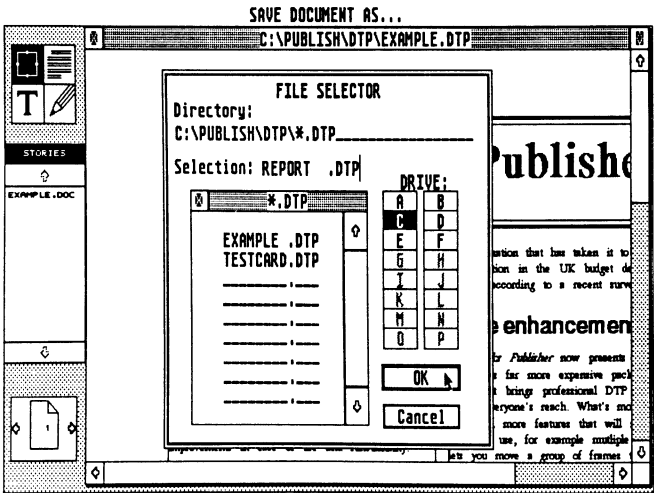
As with all Item Selectors used in Timeworks Publisher, the file extension appearing at the top of the Item Selector, e.g. *.DTP, will be added to the new filename by default if you do not supply an extension for your file.

When you enter a filename which already exists, a message is displayed asking if you wish to overwrite the existing document or choose a different name for the current document. (See the section below, "Saving an existing document".) After being saved the document will remain on screen so that you can continue editing.

Saving an existing document

When you save an existing document Timeworks Publisher automatically renames the original file to FILENAME.BAK. This file is updated every time the file is saved. If you overwrite a document by mistake or wish to use the .BAK file, use the desktop to rename the .BAK file with a new filename and the .DTP extension. This DTP file can then be opened in Timeworks Publisher and edited as any other DTP file. When this DTP file is saved again, another .BAK file is created.

To switch off this file backup feature, use **Set defaults** in the **Options** menu. For more details refer to the section called "Saving Timeworks Publisher default information" in Chapter 4.

Quitting Timeworks Publisher

Click on **Quit** in the **File** menu to exit from Timeworks Publisher. If the document on screen contains any unsaved changes a message is displayed giving you the opportunity to save them before quitting.

Summary

This chapter has described how to import text and pictures and then work with them within your document. The next chapter explains every menu command available in Timeworks Publisher. Chapter 7, *Hints and tips* offers advice on how to design your documents and get the most from Timeworks Publisher.

6: Menu commands and keyboard shortcuts

The Timeworks Publisher menus

As you use the menus in Timeworks Publisher, you will notice that some of the menu commands are greyed out. This means that you cannot select these commands at this particular point, although they may become available later on.

The Publish menu

The **Publish** menu contains the Timeworks Publisher billboard, which includes the program version number.

The Timeworks Publisher billboard
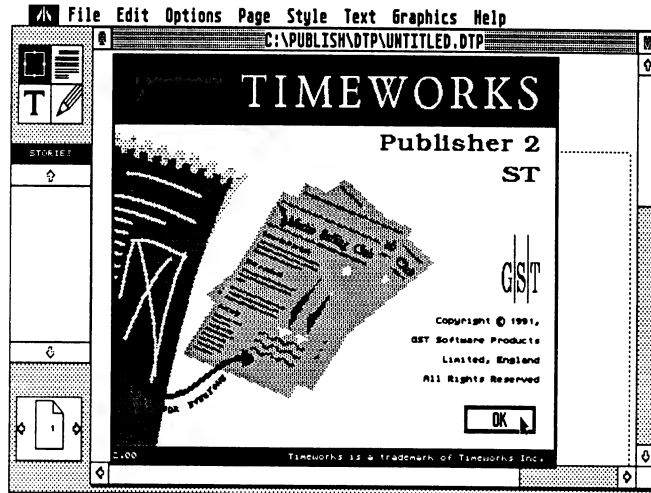
Click on **OK** to remove the billboard from the screen.

The File menu

The **File** menu enables you to work with files on your disk, print documents, and quit from Timeworks Publisher.

The File menu

```
∧  File  Edit  Options  Page  Style  Text  Graphics  Help
   Open...          ⌘O   ▓C:\PUBLISH\DTP\UNTITLED.DTP▓              ▪
   Save             ⌘S                                             ◊
   Save as...
   Save style sheet...
   Abandon changes...
   -----------------
   New...
   Erase...
   -----------------
   Import text...
   Import picture...
   Export text...
   -----------------
   Print...          ⌘P
   Status...
   Quit...           ⌘Q
```
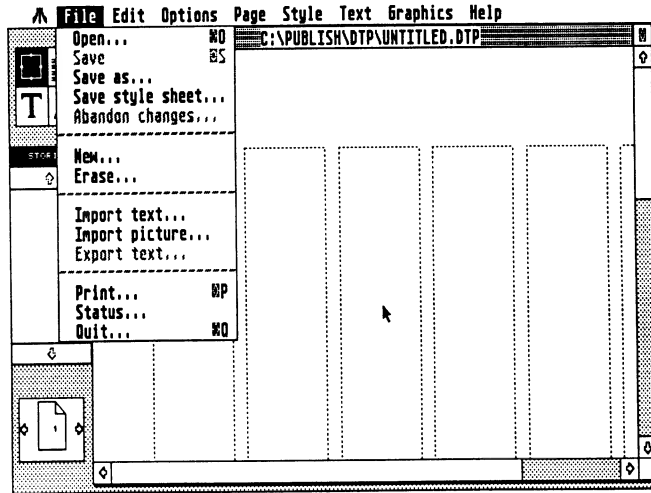
Click on **Open** to work on a previously saved document.

Select **Save** to store your document on disk without changing its name. The document will remain on screen for further editing.

Save as allows you to give a name to a new document or to change the name of a document before you save it. As with the **Save** command, the document will remain on screen so that you can continue editing.

Save style sheet allows you to save your document's style sheet with an appropriate name, e.g. DOCUMENT.STY. Select this command if you wish to use the style sheet in a different document. (See the section "Using a style sheet" in Chapter 4.)

Abandon changes reloads the last saved version of the document (.DTP file *not* backup file) from your disk. A message will be displayed giving you the chance to cancel the command.

Use **New** to create a new document. A message will appear asking if you want to load a style sheet. If you select Yes, a form will be displayed asking you which style sheet to use. If you select No, you can set up a new page format.

Use **Erase** to delete unwanted files from your disk.

Selecting **Import text** allows you to load a story from disk into your document. A form is displayed asking you which format the story was saved in. You can then select a story to be loaded in and added to the list of stories in the browser.

Selecting **Import picture** allows you to load a picture from disk into your document. A form is displayed asking you which format the picture was saved in. You can then select a picture to be loaded in and added to the list of pictures in the browser.

Click on **Export text** to export a story in ASCII format. The story can then be edited in a word processor which can read files in ASCII format and later imported into another document. Text typed directly into a document must be named before it can be exported.

Use the **Print** command to print the current document. A form will be displayed allowing you to select various options such as the number of copies to print, page range, forward or reverse order, and whether to print pictures.

Status shows you information about your computer and the document in memory, including the number of frames and words in the document and the amount of space left on the selected disk.

If you are in Frame mode, you can find out information about a story or picture by double-clicking on its name in the browser. The **Status** form also allows you to delete a story or picture from your document.

**Quit** is used to exit from Timeworks Publisher back to the desktop. If you have unsaved changes and select this command, Timeworks Publisher will display a message giving you three choices:

ABANDON   Quit without saving any changes made since you last saved the document.

SAVE   Save the document with its existing name and then quit from the program.

CANCEL   Disregard the **Quit** command.

The Edit menu

The commands in the **Edit** menu let you delete, move, and copy frames, blocks of text and individual graphics objects. The last command in this menu allows you to insert Dingbats or Atari characters at the position of the Text cursor.

The Edit menu
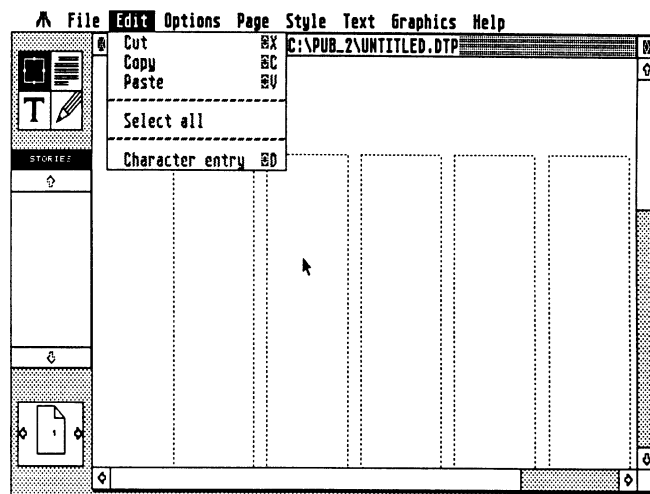
Cut removes the selected frame, text or graphic from the work area and places it on an imaginary "clipboard".

Copy copies the selected frame, text or graphic to the "clipboard", but does not delete it from the page.

Paste takes the item from the clipboard and places it on the currently selected page:

■ In Frame mode, the frame is pasted in at the same position on the page that it was cut or copied from. If another frame is already there, the copy is pasted in downwards and to the right of the original frame.

■ In Text mode, the text is inserted at the cursor position

■ In Graphics mode, the object is drawn at the same position in the selected frame that it was cut or copied from. If there is another object already there, the copy is pasted in downwards and to the right of the original object.

Click on **Select all** to select all the frames on the current page.

Click on **Character entry** to enter a Dingbat or Atari character at the Text cursor position. Type in the number of the character which you wish to insert. To insert a Dingbat you must style the character in the Dingbat font which can be selected from the **Font & Size** form in the **Style** menu. For a list of the Dingbat characters that are supplied with Timeworks Publisher, refer to the section entitled "The character set" in Chapter 5. A complete list of the Atari characters available is printed in Chapter 8, *Reference section*.

The Options menu

Use the **Options** menu to control the appearance of your desktop by choosing whether to display rulers, tools, frames and columns.

The Options menu

```
Λ  File  Edit  Options  Page  Style  Text  Graphics  Help
┌──────────┬─────────────────────┬────────────────────────┐
│          │ ✓ Show tools      ⌘H│ DTP\UNTITLED.DTP        │
│  ▢ ≣     ├─────────────────────┤                         │
│  T ⬡     │   Show rulers     ⌘J │                        │
│          │   Ruler spacing...   │                        │
│ STORIES  ├─────────────────────┤                         │
│    ⇧     │   Frame border...    │                        │
│          │   Frame tint...      │                        │
│          │ ✓ Repel text...      │                        │
│          │   Size & position... │                        │
│          ├─────────────────────┤                         │
│          │ ✓ Show frames & cols ⌘E    ▸                  │
│          │   Set column guides...│                       │
│          │ ✓ Snap to guides     │                        │
│          ├─────────────────────┤                         │
│    ⇩     │   Set defaults...    │                        │
│          │   Automatic backup...│                        │
│  ▯       │                      │                        │
└──────────┴──────────────────────┴───────────────────────┘
```
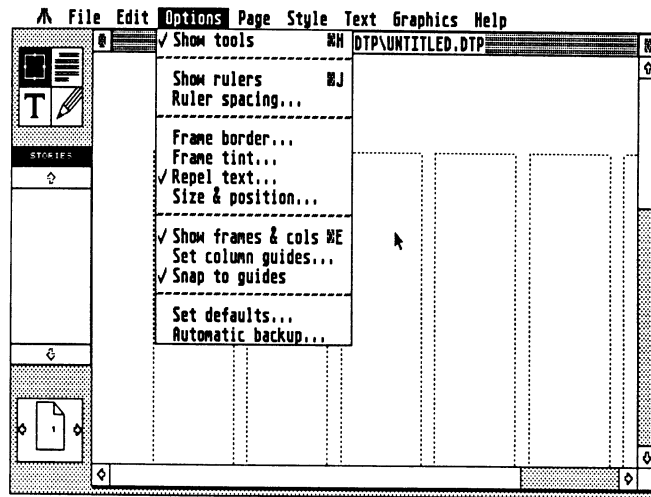
Click on **Show tools** or the full box to hide the toolkit and increase the size of the work area, or to replace the toolkit on the screen after hiding it. This command is marked when the toolkit is displayed.

Use **Show rulers** to display the rulers at the top and left-hand edges of the work area. When the rulers are displayed, the mouse pointer's position is indicated by thin hairlines moving along them and **Show rulers** is marked.

Ruler spacing lets you choose one of four different units of measurement used on the rulers and forms.

Click on **Frame border** to select one of four different border styles for the currently selected frame. You can have lines on the top, bottom, left, and right frame borders.

Use **Frame tint** to choose a background tint for the currently selected frame, and whether the background is opaque or transparent.

Use the **Repel text** form, to control whether text flows under or around the currently selected frame and to define a frame border for text to flow around. You can also specify an area of "padding" around the edge of the frame into which text cannot cross. This command is marked when it is switched on.

Use **Size & position** to position frames or graphics precisely on the page, and to make fine adjustments to their sizing. A form is displayed for you to specify the horizontal or vertical position and the width or height of your frame or graphic. Double-clicking on a frame or graphics object in Frame or Graphics mode will also display this form.

NOTE	The position of a frame is measured from the top and left-hand edges of the page, and the position of a graphic is measured from the top and left-hand edges of the frame it was drawn in.

Click on **Show frames & columns** to turn the display of frames and columns on or off, helping you to align frames. When the frames and columns are displayed, this command is marked.

Select **Set column guides** to specify the following:

- The margins around each page

- The number of columns on each page

- The size of the gap between each column

- The vertical and horizontal offset of the page when printed.

Click on **Snap to guides** to control whether frames snap to the column guides when created, moved, or resized. This command is marked when it is switched on.

When **Snap to guides** is switched on, the *top* and *bottom* edges of each frame will snap to the currently selected ruler spacing (centimetres, inches and tenths, etc.) to allow you to align frames up and down the page. The *left* and *right* edges of each frame will snap to the left and right edges of the column guides to allow you to align frames across the page.
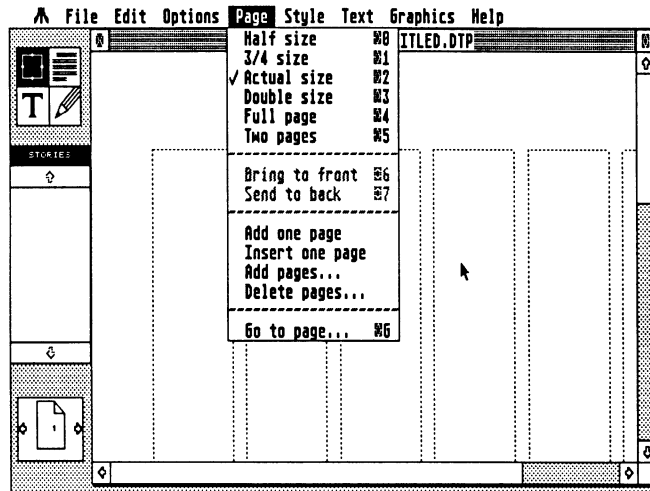
Use **Set defaults** to set default directory paths; text and picture formats; view size; whether tools, rulers, pictures, frames and columns are shown and whether .BAK files are created when existing .DTP files are saved.

Use **Automatic backup** to automatically save your documents or to be warned to save your documents at regular intervals.

The Page menu

The **Page** menu lets you insert and delete pages, move to another page, and provides six different ways of viewing your document on screen:

The Page menu

```
⋀ File Edit Options [Page] Style Text Graphics Help
```

Half size	⌘0
3/4 size	⌘1
✓ Actual size	⌘2
Double size	⌘3
Full page	⌘4
Two pages	⌘5
Bring to front	⌘6
Send to back	⌘7
Add one page	
Insert one page	
Add pages...	
Delete pages...	
Go to page...	⌘G

- **Half size** displays the page at half the size it will be printed. Use this size for checking the overall layout of your document.

- **3/4 size** displays the page at three-quarters of its actual size.

- **Actual size** is used for text editing. This size gives you the most accurate view of the final printed page, since text is displayed on screen at actual size.

■ **Double size** displays the page at twice the size it will be printed at. This size is useful for detailed work on pictures and graphics or very small text.

■ **Full page** adjusts the size of the current page so that it is all visible on the screen.

■ **Two pages** adjusts the size of a pair of facing pages so that they are both visible on the screen.

NOTE Text which is too small to display legibly is "greeked", i.e. shown either as letter-like patterns or as a narrow grey block.

The view size that is currently selected will be marked in the **Page** menu.

Bring to front takes the selected frame or graphic and places it on top of any frames or graphics overlapping it.

Send to back takes the selected frame or graphic and places it behind any other frames or graphics it may be overlapping.

NOTE The next four commands can only be used in **Frame** mode and cannot be used while in **Two pages** view or whilst a master page is displayed on screen.

Click on **Add one page** to create a copy of the master page and insert it after the current page.

Click on **Insert one page** to create a copy of the master page and insert it before the current page.

Use **Add pages** to add several pages to the document. Enter the number of pages you wish to be added and select whether to add them before or after the current page.

Select **Delete pages** to delete the current page or several pages. You will be given the opportunity to cancel the command before a range of pages is deleted.
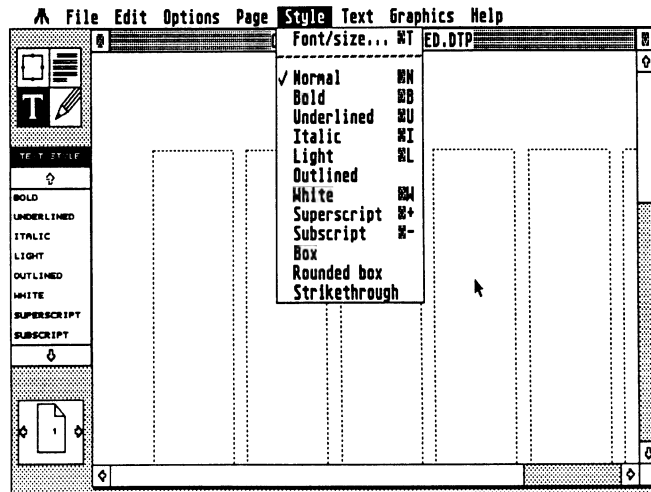
Click on **Go to page** to go directly either to a selected page in your document, or to one of the master pages.

The Style menu

The **Style** menu contains commands which change the text attributes (text style, font, and point size) for:

■ In Paragraph mode, entire paragraphs

■ In Text mode, marked blocks of text or new characters.

The Style menu

In Paragraph mode, any changes to text style, font, or point size apply to the selected paragraph style, so that *all* paragraphs tagged with the same style name will be affected.

In Text mode, text in a marked block is automatically changed to the new text style, font, or point size. If no block is marked, the new attributes will apply to any text typed in afterwards.

Use **Font & size** to select a font and point size for the text or paragraph style.

In Text mode, **Normal** resets the text in the marked block to the font, point size, and text style for the current *paragraph* style.

In Paragraph mode, **Normal** resets the paragraph style and turns off all text style options such as bold and italic selected in the **Style** menu.

All of the other commands in the **Style** menu are toggles which affect the text style.

The Text menu

The **Text** menu allows you to name text, automatically flow a story into a document, change paragraph styles, and carry out various text editing options:

The Text menu
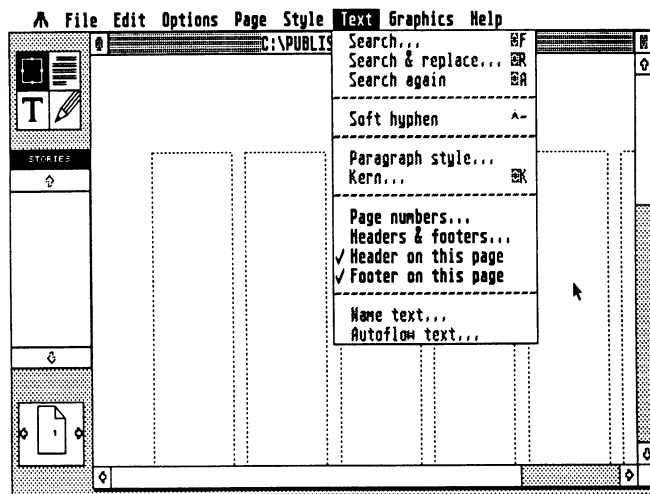
Use **Search** to look through your document for a string of text. If Timeworks Publisher finds the string, it is marked as a block.

Search & replace works very much like **Search**, except that you can ask Timeworks Publisher to replace one string of text with another.

Click on **Search again** to continue a **Search** or **Search & replace**.

Click on **Soft hyphen** to insert your preferred hyphenation point into a word at the text cursor position. A soft hyphen will always take precedence over any hyphens inserted by Timeworks Publisher. Place a soft hyphen at the start of a word to prevent it from being hyphenated at all.

Selecting the **Paragraph style** command in Paragraph mode displays a form allowing you to:

■ Create new paragraph styles

■ Delete unwanted paragraph styles

■ Select justification format and bullets for a paragraph style

■ Turn a paragraph style's letter spacing and hyphenation on or off

■ Specify margins, indents, spacing and leading for a paragraph style

■ Set word spacing and the hyphenation hot zone for a paragraph style

■ Set up to fourteen tab points for a paragraph style

■ Change a paragraph style's font and point size

■ Assign function keys to a paragraph style.

Double-clicking on the name of a paragraph style in the browser or on a paragraph on the page also brings up this form.

Insert the text cursor between two characters and use **Kern** to move them closer together or further apart. When the **Kern Two Characters** form is displayed, specify the amount of kerning in points at the cursor position and whether it is to be + (apart) or - (together).

Use **Page numbers** to select the format of the page numbers in the headers and footers of your document.

Click on **Headers & footers** to display a form allowing you to set your headers and footers. Each header and footer can have up to three sections (one left-aligned, one centred, and one right-aligned), and can appear on left pages only, right pages only, or on both, depending on your master page setup. You can set the distance of the header from the top of the page and the footer from the bottom of the page. The page number at which to start numbering the document can also be set on this form.

To turn the header on or off for the page currently displayed, click on **Header on this page**. This command is marked when the header is turned on.

To turn the footer on or off for the page currently displayed, click on **Footer on this page**. This command is marked when the footer is turned on.

Use **Name text** to name text which has been typed directly into the document and which you wish to flow into further frames or to export.

Use **Autoflow text** to automatically flow a whole story into the document. Timeworks Publisher adds as many new pages and frames as are needed to contain the whole story.

The Graphics menu

The **Graphics** menu allows you to work on integrated graphics, move them around, change their line style, fill style, and colour, and turn the graphics grid on or off:

The Graphics menu
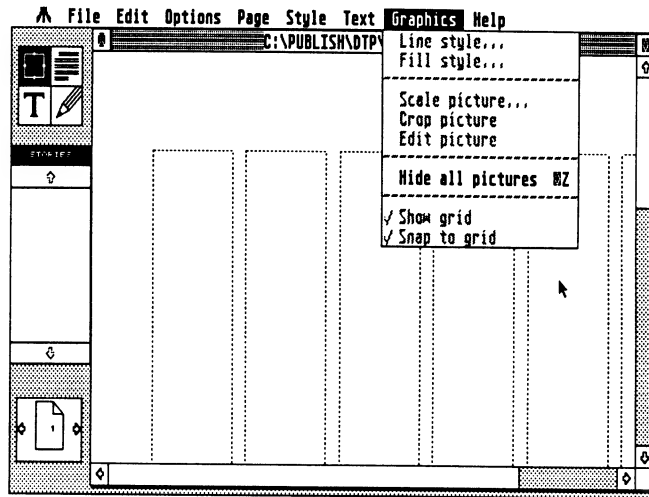
Use **Line style** in Graphics mode to choose the graphics line style, line width, line ends and black or white "ink". If a line is already selected, then the new style applies to that line and any subsequent line drawn. If there is no line selected, the style will be used for the next line drawn.

Use **Fill style** in Graphics mode to choose whether to display an object's outer edge, whether the fill pattern is clear or opaque, which pattern to fill the object with, and black or white "ink". The pattern will fill the selected solid object and any subsequent solid object drawn. If no object is selected, the pattern will fill the next solid object drawn.

Click on **Scale picture** to display a form allowing you to choose whether to preserve the **Aspect ratio** of the picture or to select **Whole pixel scaling** of the picture.

Select **Crop picture** to mask unwanted areas of a picture. The mouse pointer will change to a pair of scissors, and you can then "drag" a box inside the picture to mark the portion to be shown.

Use the **Edit picture** command to edit an imported image in the selected frame by adding or deleting individual pixels with the mouse. Click on the close box to display a form giving you the choice of saving the edited picture abandoning your edits and returning to the original picture, or continuing to edit.

Select **Hide all pictures** to turn the pictures in your document off, and increase the speed at which the screen is redrawn. This command is marked when your pictures are turned off.

Click on **Show grid** when you are in Graphics mode to turn the display of the graphics grid on and off.

Click on **Snap to grid** when you are in Graphics mode to control whether graphics snap to the grid, helping to align different graphic objects with one another.

The Help menu

Timeworks Publisher provides instant on-screen help information. Select one of the options in the **Help** menu to display information about that topic. Details of the Timeworks Publisher telephone help line are provided under the **Telephone help** entry.

The Help menu
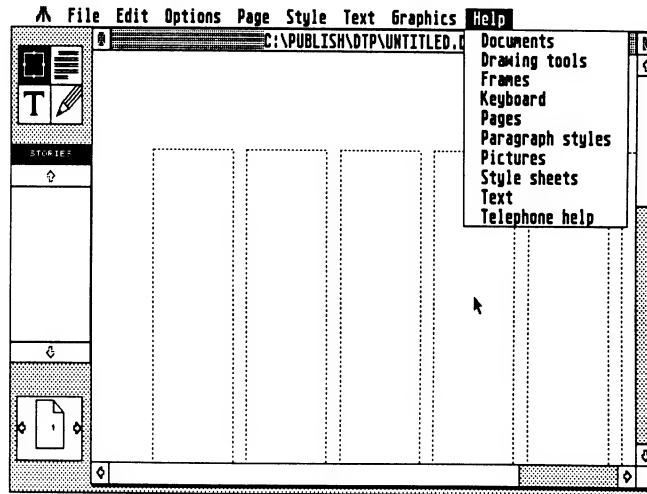
Scroll through the pages of help text by clicking on the **Next** or **Previous** buttons. Once you have read the help message, remove it from the screen by clicking on **Cancel**.

Using the keyboard

Moving the cursor

⊤ ⊥   Move the cursor up or down one line.

⊖⊝   Move the cursor left or right one character.

(CONTROL) ⊖   Move the cursor left one word.

(CONTROL) ⊝   Move the cursor right one word.

Editing keys

(BACKSPACE)   Delete the character to the left of the cursor.

(CONTROL) **Space**   Insert a fixed space.

(CONTROL) (RETURN)   Insert a line break at the cursor position.

(CONTROL) –   Insert a soft hyphen.

(DELETE)   Delete the selected frame, graphic, marked block of text or character to the right of the cursor.

(INS)   Pastes the previously cut frame, graphic or marked block of text.

(ESC)   Redraws the screen or abandons printing.

Moving around the document

(SHIFT) (↑)   Go to the first page of the document

(SHIFT) (↓)   Go to the last page of the document

(CONTROL) (↑)   Go to the previous page of the document, or with the right master page on screen, go to the left master page.

(CONTROL) (↓)   Go to the next page of the document, or with the left master page on screen, go to the right master page. With the right master page on screen go to the first page of the doucment.

Keyboard shortcuts

(ALT) A   Repeat the last **Search** or **Search & replace (Text** menu).

(ALT) B   **Bold** text on/off (**Style** menu).

(ALT) C   **Copy** frame(s), block of text, or graphic(s) (**Edit** menu).

(ALT) D   Display the **Character Entry** form (**Edit** menu).

(ALT) E   **Show frames & columns (Options** menu).

(ALT) F   **Search** in your text (**Text** menu).

(ALT) G   **Go to page (Page** menu).

(ALT) H   Turn **Show tools** on/off (**Options** menu).

(ALT) I   **Italic** text on/off (**Style** menu).

(ALT) J   **Show rulers (Options** menu).

(ALT) **K**	**Kern** two characters together by half a point (**Text** menu).
(ALT) **L**	Light text (**Style** menu).
(ALT) **M**	Switch between modes (Frame/Text/Paragraph/Graphics)
(ALT) **N**	Normal text (**Style** menu).
(ALT) **O**	**Open** a DTP file (**File** menu).
(ALT) **P**	**Print** a document (**File** menu).
(ALT) **Q**	**Quit** the program (**File** menu).
(ALT) **R**	**Search & replace** in your text (**Text** menu).
(ALT) **S**	**Save** document (**File** menu).
(ALT) **T**	Display **Font & Size** form (**Style** menu).
(ALT) **U**	Underlined text (**Style** menu).
(ALT) **V**	**Paste** in a frame, text, or graphic (**Edit** menu).
(ALT) **W**	White text (**Style** menu).
(ALT) **X**	**Cut** out a frame, text, or graphic (**Edit** menu).
(ALT) **Z**	**Hide all pictures** (**Graphics** menu).

(ALT) 0	Display the page at **Half size** (**Page** menu).
(ALT) 1	Display the page at **3/4** size (**Page** menu).
(ALT) 2	Display the page at **Actual size** (**Page** menu).
(ALT) 3	Display the page at **Double size** (**Page** menu).
(ALT) 4	Display a **Full page** on screen (**Page** menu).
(ALT) 5	Display **Two pages** on screen (**Page** menu).
(ALT) 6	Bring a frame/graphic to the front (**Page** menu).
(ALT) 7	Send a frame/graphic to the back (**Page** menu).
(ALT) +	Superscript text (**Style** menu).
(ALT) -	Subscript text (**Style** menu).

When typing any of the keyboard shortcuts above which include numbers, use the numeric keys on the main keyboard *not* the numeric keypad.

Summary

This chapter has explained every menu command available in Timeworks Publisher and listed all the keyboard shortcuts which you can use instead of giving commands with the mouse.

7: Hints and tips

This chapter provides hints and tips for using Timeworks Publisher. It aims to provide ideas for you to develop and adapt for your own work. This chapter assumes that you are familiar with the basic techniques of working with Timeworks Publisher such as drawing frames, changing paragraph styles and importing files. If you come across a word that you are unfamiliar with, please look it up in Chapter 9, *Glossary of DTP terms*.

Quick guide to page design

This section is intended to be a brief discussion of some of the issues to consider when designing documents. It is not intended to be exhaustive, particularly as there are several excellent books available on the subject. A short reading list is provided at the end of this section.

Consider your audience

A prerequisite to effective design is a clear understanding of your audience. These are some of the questions you should ask yourself before beginning to design your document:

■ Where will my document be read? Physical environment is an important consideration, e.g. natural or artificial lighting, in a factory, at a desk in front of a computer with limited space. These factors should influence your choice of page size, print size, binding, and the use of matt or glossy paper.

■ What is the typical age of my reader? Small print can be difficult for the young or elderly to read and should be avoided when choosing the point size of text intended for this audience.

■ How motivated is my reader? The less motivated your audience, the more visual appeal is necessary to capture their attention.

■ Who is my reader? Is your document to be read by an international or multi-cultural audience? If so, try to ensure that nothing in the document (text or graphics) is culturally-specific or potentially offensive.

■ What sort of image do I want to convey to my reader? Do you want the document to look fun or serious?

■ How easily can my reader pick out the relevant information? What is the best way to structure the document and present the different levels of headings? Less important headings should be smaller than main headings.

Practicalities

The following practical issues should also be considered:

■ Are there any limits to the length of my document? The density of text on the page will affect the length of your document and is in turn influenced by point size, leading, column-width and the number of illustrations and amount of white space there is on each page.

■ What kind of information will the document contain? Will there be a lot of reference material, tables and diagrams?

■ Does this document have to conform to a company style? Will it be filed with other company literature and have to fit into a standard-sized folder?

■ How will my document be bound? Will it be stapled in the corner, folded and stapled in the middle, spiral-bound, glued or otherwise bound? You will need to allow sufficient margin space for binding.

■ Is the document to be printed on one or both sides of the paper? If it is to be printed on one side of the paper only, you should base your design around a single master page. On the other hand, you will require left and right master pages if your document requires the binding margin to be swapped around on alternate pages, e.g. if the document is printed on both sides of the paper. In addition, you will need to design your document bearing in mind that the left and right pages are going to be seen simultaneously.

■ What is my budget? Your budget for the task will influence your decision on paper size, paper type, binding, number of illustrations and the time you can spend working on the document.

Typefaces

Typefaces are like people; they come in different shapes and sizes and each have an identity of their own. Just as personal appearance is an important factor in creating the right impression, so the look of your text gives your document an immediate feel — an image which may invite or deter your reader from reading beyond the first page. The decision of which typeface to use is probably the most important one you will make when designing your document.

Some typefaces such as Diamond, are ideal for producing posters and other material which has to be eye-catching. Typefaces such as Serif are suitable for large blocks of body text. The serifs help to guide your reader's eye horizontally along the line of text and reduce the reflection of light around the letters. Serif is particularly suitable where space is limited or columns are narrow. However, if you are typesetting text in very small point sizes, Sans would be more appropriate as serifs tend to get lost in small sizes.

Be selective in your choice of typefaces. Generally, use one typeface for body text and another for the headings and subheadings.

Popular typefaces

ITC Avant Garde

Serif

ITC Zapf Chancery

Palatino

Sans

Century Schoolbook

Point sizes and text styles

You may find it helpful to start by deciding what point size to use for the bulk of the text (body text). Next, think about the point sizes to use for the different levels of headings. Headings should guide the reader through your document by providing sufficient visual contrast (visual cues) to mark the conclusion of one section or article and the start of another. If they are too small they may be insignificant, and if they are too large they may be overwhelming. Don't forget to think about the point size of other types of text, e.g. picture captions and headers and footers.

Remember that a change in typeface or text style can be just as effective in providing visual contrast as a change in point size. Timeworks Publisher can simulate text styles such as bold, italic and bold italic.

NOTE Except when appropriate e.g. designing a newsletter, avoid using too many different typefaces, point sizes and text styles in a single document, and on the same page. In order to avoid a page which looks cluttered, try not to use more than four changes in point size on the same page.

Leading

The leading, or interline spacing, can make all the difference between text which is legible and text that looks cramped. Generally, the leading should be proportional to the point size of the text and the size of the lowercase letters. A good guideline is to make leading 20% greater than the point size. For example, choose 12 point leading for 10 point text. Text in very small point sizes or typeset in a sans serif font such as Sans (Helvetica®) requires proportionally more leading to ensure legibility.

Using fonts with Timeworks Publisher

The fonts you use set the tone of a document. When in doubt, choose a modest font for main text and simple fonts for headlines.

Bear in mind that fonts can occupy large amounts of disk space and memory which might slow down the operating speed of Timeworks Publisher. Avoid having more than one copy of the same font even if it has a different name such as Sans and Helvetica. Generally, the more fonts you use on a page, the longer it will take to print.

Contact Softline for information about how you can add to your collection of fonts.

Number and width of columns

The number and width of columns on the page is important to the overall design and look of the page. Professional designers usually start with a page grid, showing the number and width of columns, and the position of different features on the page. When deciding on the number of columns to have on the page, consider these issues:

■ What is the page size, and what proportion of the page is devoted to text? There is a physical limit to the number of columns you can fit into the available space. Unless your page is very wide, you probably do not want to have more than three columns on the page.

■ Are all the columns to be equal in width? Generally, make all the columns to be filled with the same story equal in width.

- How large is the body text? The larger the body text, the wider the column should be. Generally, a line of body text should not be more than 65 characters long. The optimal line length for body text is considered to be between 39 and 60 characters.

- Are headings supposed to fit within the column width? If your headings are expected to fit within the column, is the column wide enough or will the heading have to be hyphenated or split over several lines?

- Where will pictures be placed in relation to the columns? Will the pictures be at the top or bottom of the columns and will they overlap more than one column?

The spacing between columns is important when designing a document. The spacing should be large enough to prevent the reader's eye from running horizontally across the columns, but not so large as to make the text look fragmented. Timeworks Publisher lets you define how many columns to have, and how much space to leave around and between them. Use **Set column guides** in the **Options** menu to set the number of columns and the space to be left between column guides. Use the column guides to draw the frames for your columns.

Justification

The justification format of your text is another factor influencing its appearance. The normal formats are centred, flushed left, flushed right and justified. Centred and flushed right formats are often used for short lines of text for instance; special effects, headings, text of invitations, and posters.

Body text is usually either flushed left with a ragged right margin, or justified. There is debate over which is easier to read. Text which is flushed left is arguably more readable because the spacing between words is more even and the ragged right margin adds visual interest to the page. On the other hand, a fully justified format is often adopted for long documents, where the even, unsurprising look of the text on the page is considered to be more restful to the eye. Take care that a document's format is not so unsurprising that the reader loses interest!

Fully justified text needs careful control over the spacing between words to avoid unsightly gaps. These gaps distract the reader from the content of the document and can run vertically through the text, giving it a fractured appearance (called a river). A river is particularly likely to arise if the column is narrow, as illustrated:

Rivers of white space

This is some justified text in a narrow column. Insufficient control over word spacing results in the unsightly gaps—the river of white gives this text a fractured appearance.

This is some justified text in a wider column. Careful control over word spacing avoids unsightly gaps—no river of white gives this text a better appearance.

Margins and white space

Use margins to frame the page, making the features on the page stand out. It is more interesting to have uneven margins around a page. The following ratios for margins are suggested to achieve a balanced page:

Binding	3 units, e.g. 0.75 inch
Top	4 units, e.g. 1.00 inch
Outer	6 units, e.g. 1.50 inches
Bottom	8 units, e.g. 2.00 inches

Do not feel obliged to fill your page with text and pictures. Use white space to draw the readers attention to certain features on the page and to form the background to the text and pictures on the page. White space should be used as a design feature in its own right.

The balanced page

Pages which are too evenly balanced with text and graphics are unexciting. Try to have one main visual feature such as a picture, graph or tinted frame which acts as the focal point of the page. This provides contrast and adds interest to the page. Make sure there is adequate white space around the main feature so that it stands out from the rest of the page.

If a page only contains text, then make white space the main visual feature on the page. Try to divide the text into smaller, more readable sections by using frame borders as ruling lines, shadow boxes or tinted frames and lift-outs to highlight the important points.

Reading list

Alex Brown (1989) *In print: text and type* Watson-Guptill

B. Grout et al. (1986) *Desktop publishing from A to Z* McGraw-Hill

A. Hurlburt (1977) *Layout: the design of the printed page* Watson-Guptill

J.C. King & T. Esposito (1980) *The designer's guide to text type* Van Nostrand Reinhold

Kathy Lang (1987) *The writer's guide to desktop publishing* Academic

Tom Lichty (1989) *Design principles for desktop publishers* Scott, Foresman

J. Miles (1987) *Design for desktop publishing* Gordon Fraser

A. Swann (1989) *Layout source book* Phaidon

The editorial staff of the University of Chicago Press (1982) *The Chicago Manual of Style* The University of Chicago Press

Jan V. White (1988) *Graphic design for the electronic age* Watson-Guptill

K. Wilson-Davies (1987) *Desktop publishing* Blueprint

Using Timeworks Publisher for page design

Now that we have had a quick look at some of the issues to bear in mind when designing a document, let's move onto some hints for using Timeworks Publisher:

- Before you do any work with Timeworks Publisher, draw a rough sketch of your document on paper to get a feel for the relative size of different features on the page (e.g. text, pictures, company logo). Draw empty boxes to represent these. Allow borders of white space around the features and the whole page. Your printer may have a limited print area; bear this in mind when arranging the features on the page.

- Decide on your page size before you start designing your document. It will determine the amount of space you have for text and graphics. Remember that Timeworks Publisher does not allow you to change the page size after you have set up your document.

- Put frequently-used graphics, e.g. a company logo, onto the master page.

- Include graphics, boxes or tinted panels of text to liven up pages. For an alternative frame background to a small item of text, draw a graphics box and give it a fill style. Then place the frame containing the text on top of the graphics box. The frame containing the text must have a clear frame tint so that the graphic fill style shows through underneath the text frame.

- Use frame borders to introduce ruling lines into your document. A vertical ruling line can be used to separate columns of unjustified text.

- For better resolution, design an A5 document on A4 then reduce it to A5 at the printer's or with a photocopier.

- Scanned illustrations often have a grainy look. If you are producing camera-ready artwork for printing elsewhere, you may wish to consider pasting the original illustration (or photograph) onto the page.

- **Copy** and **Paste** multiple copies of a single design on one page. This is ideal for small items such as tickets, invitations and compliment slips. Use a guillotine or scissors to cut the page into individual designs after it has been printed.

- Position page numbers on the outer part of the page (left on left pages and right on right pages), particularly in medium to long documents. Doing so helps the reader page through the document quickly without having to fully open the document.

- Use the **Word Spacing** form to control the minimum and maximum space allowed between words, so as to avoid unreasonably large gaps between words.

- Don't be afraid to experiment. If you see a page layout that appeals to you, think about why you find it attractive, and how you might reproduce or adapt it with Timeworks Publisher. This is not a licence to copy someone else's work!

- Create a separate DTP file with its own style sheet for the front cover of a document.

■ Don't be afraid to use professional designers if you require their help, and the work is too important or complicated for you to handle. Desktop publishing is an excellent tool that lets you produce good results, but it is not a substitute for years of design experience.

Creating special effects

The following sections describe how to create some special design effects using Timeworks Publisher. If there is another special effect that you create using Timeworks Publisher, why not write and tell us about it?

How to produce reversed video text

There are two ways of producing reversed video text (white characters on a black or shaded background):

■ Style the text as **White** then select a black tint for the frame containing the text

■ Allocate a shaded tint to an empty frame. Style the text in another frame as **White**. The background of this frame must be **Clear** with no tint. Move the frame containing the text on top of the shaded frame.

The second method can be used to place white text on top of patterned graphics or imported pictures.

NOTE When typing text into a frame with a black tint, select the **White** text style before beginning to type in the text. This allows you to see what you are typing into the frame.

Reversed video text

```
🅰 File Edit Options Page Style Text Graphics Help
```

STRICTLY
NO SMOKING!
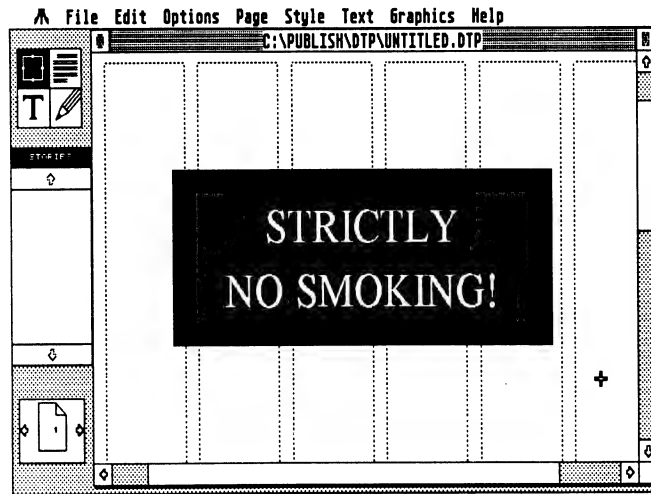
How to produce drop caps

Drop caps (dropped capital letters) are a popular design feature which add a special touch to plain blocks of text. Follow the instructions below carefully to create a drop cap:

1. Draw a frame for the dropped capital letter.

2. Type the letter into the frame and make it the required size. If you are going to use a dropped capital letter several times you will probably find it useful to set up a separate paragraph style for the letter. Otherwise, change the font and size by marking the letter in Text mode.

3. Give the frame a clear white tint and switch **Repel text** off.

4. Draw a second frame with a clear white tint and
    Repel text on but with vertical and horizontal padding
    values set to zero.

5. Now position the empty frame so that it repels the
    main text sufficiently to fit the dropped capital letter in
    place at the beginning of the text. Then position the
    frame containing the dropped capital letter. You will
    need to send the frame containing the main text to the
    back of the page and bring the frame containing the
    dropped capital letter to the front of the page.

*Creating a drop
cap*
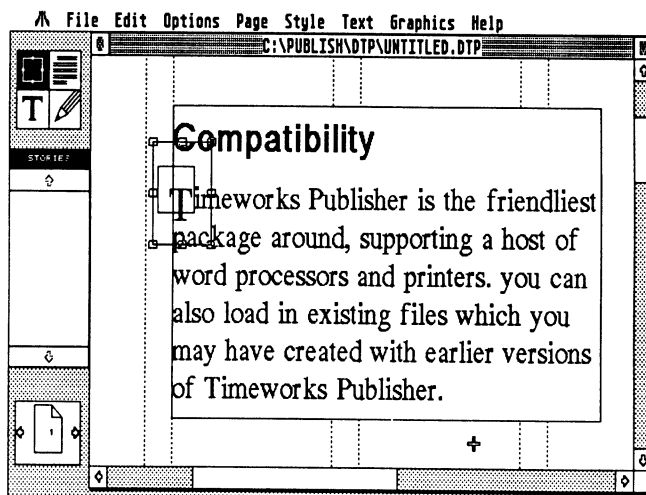
It may take some time to perfect positioning of the frames
but it will become easier with practice. Select the frames as
a group if you need to move them all together.

How to create shadow effects

When you want a frame to stand out on the page, you can highlight it with shaded areas along two sides of the frame border, creating a shadow effect:

1. Draw the frame that is to cast a shadow. Copy and paste it onto the same page.

2. Select a frame tint for one of the copies and send it to the back of the page. Position the plain frame over the tinted frame with just the relevant "shadow" edges showing. Turning **Snap to guides** off will make positioning the frames easier.

If you wish the shadow to be a pattern rather than a plain tint, draw a graphics box inside one of the frames and choose a graphic fill style for it. Position the empty frame on top of the patterned graphic box.

Creating a shadow effect

File   Edit   Options   Page   Style   Text   Graphics   Help

C:\PUBLISH\DTP\UNTITLED.DTP

STORIES

Hints & tips
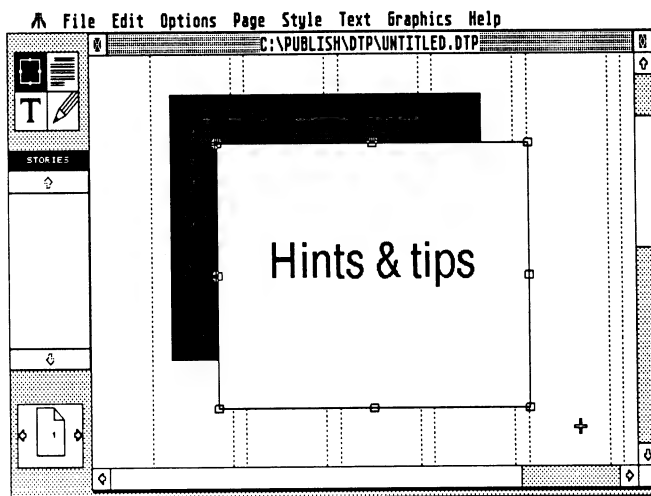
Making use of tabs

When designing a form, use tabs to create underlines indicating where respondents should write their answer:

1. Set up the first tab using spaces as leaders to leave a gap between the question or prompt and the line where the reply should go.

2. Set up a second tab with underlines as leaders. The width you choose for this second tab should allow sufficient space for the expected answer. Some questions will clearly require longer answers than others. You may wish to create another paragraph style with an smaller second tab width to use when a shorter answer is expected.

Using tabs to design a form

You can make full use of all fourteen tabs when creating tables of yearly statistics. On a landscape page, use tabs to position the name of each month horizontally across the page. Then align the corresponding statistics across the lines below.

Creating a table

File Edit Options Page Style Text Graphics Help

C:\PUBLISH\DTP\SALESTAB.DTP

Annual Sales Figures (000's)

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
USA	1.25	1.5	1.1	1.6	1.86	1.0	1.4	0.94	1.27	1.55	1.3	1.75
UK	1.5	1.4	1.3	0.9	1.4	1.5	1.8	1.0	1.6	1.9	2.0	1.9
Germany	1.1	1.2	1.4	1.6	1.2	1.5	1.0	1.7	1.8	1.5	1.9	1.7
France	1.2	1.4	1.6	1.6	1.3	1.5	1.5	1.8	1.7	1.5	1.7	1.6
Holland	0.4	0.6	0.8	0.2	0.8	0.2	0.1	0.8	1.1	1.3	1.1	0.9
Italy	1.0	1.1	0.9	0.7	0.8	0.9	0.6	1.1	1.0	1.2	1.0	1.0
Sweden	0.2	0.9	0.7	0.4	0.8	1.0	0.8	0.9	0.2	1.0	0.7	1.1
Totals	6.65	8.1	7.8	7.0	8.15	7.1	7.2	8.24	8.67	9.95	9.7	9.95

(Text Style panel: BOLD, UNDERLINED, ITALIC, LIGHT, OUTLINED, WHITE, SUPERSCRIPT, SUBSCRIPT)

Time-saving techniques

This section suggests time-saving ways of designing and working with your documents.

■ Use style sheets for document formats that you need frequently. Save the style sheet with a name that reflects its use, e.g. MEMO.STY. Use the master page for setting headers and footers, repeating frames, graphics or logos. Use paragraph styles for styles that you use frequently.

■ In Paragraph mode, double-click on a paragraph to change its paragraph style rather than using the menus. Assign function keys to frequently-used paragraph styles. This will enable you to style your text in Text mode without having to switch to Paragraph mode first.

■ When working on a document with several pictures, make sure that the pictures are hidden to speed up the rate at which the screen is redisplayed. Use **Hide all pictures** in the **Graphics** menu to do this.

■ If you are placing drawn graphics within the text, put them in when the text is finalised. Otherwise you may find that the relative position of the text to the graphics changes during text editing and reformatting, and you may then have to spend time repositioning the graphics.

■ Remember that when you resize a frame, any graphics objects it contains are rescaled to fit the new frame size. You can resize a frame without rescaling the graphics objects by holding down (CONTROL) while dragging on the frame handle to resize it.

■ Don't forget that you can cut, copy and paste between documents. If you realise that you need to change your page size, instead of losing everything that you have done so far you can cut the main frames (use frame grouping) and graphic (not imported pictures) to paste them into the new document and export any typed in text to import into the new document which has the correct page size.

Troubleshooting

This section offers some answers to the most common queries about using Timeworks Publisher.

I want to print more than 9 copies of my document.

On the **Print** form, use backspace to move the cursor to the left two characters then type the number of copies you want. The maximum number of copies you can print is 99.

I want to print beyond page 99.

On the **Print** form, use backspace to move the cursor to the left three characters then type the number of the last page you want printed. You cannot print more than 999 pages.

The printer is not responding when I try to print a document.

Check that your printer is connected to your computer, switched on and on-line. Make sure it has not run out of paper then try to print again. If you are still unable to print, check that you did not select an incompatible printer during the installation procedure.

The edges of my page are not being printed.

You need to set your printer offsets. Refer to *Installation guide* or the "Printing" section in Chapter 5 for more details.

When adjusting the print offsets for a landscape page, remember that the Vertical and Horizontal positions (on the **Set Column Guides** form) refer to the page as it comes out of the printer. Hold the page in portrait orientation when measuring how much you need to adjust the offsets.

NOTE   Some printers are not capable of printing right to the edge of the paper.

I want to change my document to landscape orientation, can I?

No, you must select your page size and orientation before you start working on your document. You will have to start a new document if you wish to change either. "Time-saving techniques" suggests how you can change page size without losing all the work you have done so far.

I am trying to delete some text. I deleted the frame containing the text but seem to have lost the text at the end of the story instead.

The text is part of an imported story and has been moved into the next frame, pushing the text at the end of the story out of its frame. Use Text mode to delete text which is part of an imported story.

I have drawn a frame but cannot type any text into it.

You have probably selected a point size which is too large to fit into the frame. Either increase the size of the frame or choose a smaller point size from the **Font & Size** form. (It may be difficult to insert the text cursor or select a paragraph if the text does not fit into the frame.)

How do I continue typing text in another frame?

Only stories (text with a name) can be flowed into more than one frame. Use **Name text** in the **Text** menu to name the text. Then click on the story name in the browser and select the next frame into which you wish the story to flow.

How do I put some text on the master page?

You can type text into frames on the master page but you cannot import a story onto the master page. Text on the master page will be copied onto every new page in the document.

How do I adjust the space between the text and the frame border?

Switch to Paragraph mode, double-click on the paragraph and choose the **Dimensions** option. Set the **Left indent** and **Right indent** for the whole paragraph. This change will affect all the text tagged with that paragraph style.

*The fonts that I have added for use with Timeworks Publisher do not appear on the **Font & Size** form.*

First, ensure that you added *printer* fonts for the correct printer. To do this open the folder where the fonts were placed and look for the font filenames. If the font filenames are present, then check that you ran FONTWID.APP for the appropriate printer after generating the fonts. If the fonts are still not listed on the **Font & Size** form, check that you placed them in the folder which is specified in the PATH command of ASSIGN.SYS.

I printed my document to a Canon BJ printer but the printout consists of columns of numbers, not my document.

Check that the DIP switches on the printer are set for a Canon BJ *not* an IBM Proprinter®. Refer to the manual supplied with the Canon BJ printer for more information.

More installation-specific information is found in the *Installation guide*.

Summary

This chapter has offered advice about what to consider when designing your documents in Timeworks Publisher. Some of the special effects which can be created in Timeworks Publisher were illustrated to indicate what you can achieve. The "Troubleshooting" section provided answers to the more common difficulties encountered when using Timeworks Publisher.

8: Reference section

This chapter contains information on preparing text for import into Timeworks Publisher and editing the hyphenations exceptions dictionary. A list of font identification numbers is provided and a list of available Atari characters is at the end of the chapter.

Preparing text for import

When preparing text for importing in ASCII format there are a few guidelines which should be followed:

■ It is important to type (RETURN) twice whenever a paragraph break is required. A single (RETURN) will be ignored and the text will be formatted into one block.

■ Using double-line spacing throughout a document may result in each new line becoming a separate paragraph.

■ Multiple blank spaces will be reduced to single spaces.

■ Tabs will be preserved, but the original alignments will not be kept.

■ Type styles such as **Bold** and *Italic* will be lost.

■ Since automatic hyphens inserted at line breaks will become fixed hyphens even if the word is no longer at the end of a line, it is better to turn automatic hyphenation off if your word processor allows you to do so.

■ Characters such as currency symbols, quotation marks, and apostrophes may not be imported correctly so all text should be carefully read and edited after being imported.

Users of 1st Word Plus and Word Writer™ will find that all
the text styles available to them can be carried across into
their DTP document. Automatic hyphens inserted at line
breaks will be recognized and taken out if appropriate.
However, tabulation will be lost and double-line spacing will
revert to single-line spacing. Multiple blank spaces will be
reduced to single spaces, but line breaks entered using
(RETURN) will be retained. Page breaks from the original
document will be ignored, as will printer control codes.

Footnotes created in 1st Word Plus are retained but may
need repositioning on the page. Indents in text produced
using 1st Word Plus are converted to tabs when imported
into Timeworks Publisher. This text will be indented
automatically if tagged with a paragraph style with a
hanging indent.

Text imported from most word processing programs
including Protext will usually retain text styles such as Bold,
Italic, Underline, Superscript and Subscript. Styling such as
changing point size however, will be lost.

The Timeworks Publisher markup language

You can use your word processor to insert "markup codes"
within your text before you import it into Timeworks
Publisher. Markup codes contain information relating to the
paragraph style and some special characters such as soft
hyphens and fixed spaces. The following section provides
details on using the Timeworks Publisher markup language.

Tagging text with a paragraph style

Unless otherwise tagged, all text is styled as **Body text** when imported into Timeworks Publisher. You can, however, pre-tag or mark up your text before you import it so that it is styled with other paragraph styles.

In order to tag a paragraph with a paragraph style, type the style name at the beginning of the first line of the paragraph, enclosed within angle brackets. When the text is imported into Timeworks Publisher the text following the tag will be styled with that paragraph style.

For example, to tag a paragraph with the **Headline** style, use your word processor to type `<Headline>` before the paragraph. When this text is imported into Timeworks Publisher it is tagged with the **Headline** style and takes on the attributes assigned to that style.

Follow these rules to tag your text with paragraph styles:

- The paragraph style name should be placed at the start of the paragraph within angle brackets and with no preceding spaces

- Do not tag paragraphs as **Body text** – all untagged text is automatically imported as **Body text**

- The paragraph style applies to all the text following the tag until the next (RETURN)

- You cannot tag individual blocks of text within a paragraph using this method

■ If you tag a paragraph with a style name that does not
exist, a paragraph style will be created with that name
but with the attributes of **Body text**. Once the text
has been imported into Timeworks Publisher, you can
edit that paragraph style.

Other characters

To insert a *soft hyphen* into your text, type a hyphen
within angle brackets where you wish the hyphenation to
occur. For example, type `para<->graph` to ensure that
the word "paragraph" is hyphenated where you placed the
tag, if at all. Place a soft hyphen at the start of a word that
you do not wish to be hyphenated at all.

A *fixed space* can be inserted by placing an underscore
between angle brackets, that is, `<_>`.

To insert non-keyboard characters from the modified Atari
character set which is supplied with Timeworks Publisher,
type the decimal code representing the character within
angle brackets. For example, type `<189>` to insert the
copyright symbol © into your text. The supplied character
set is listed at the end of this chapter.

Font identification numbers

You will need to refer to this list if you are adding fonts for
use with Timeworks Publisher. This list contains
identification numbers of fonts most commonly used.
Contact Softline if you require a complete list of font
identification numbers.

If you have a font which does not appear in this list, select
a font identification value above 1800, but make sure not
to select the same value twice for two different fonts.

ID	Font
2	Helvetica
3	Commercial Script/Tudor
4	Old English
5	Raphael
6	Uncial
7	Stunt Roman
8	Cooper Black
9	Charter
10	Black Letter
12	Garamond
13	Garamond Antique
14	Times
16	Times Outline
17	Coronet/Ribbon
18	ITC Tiffany Ital Demi
19	ITC Tiffany Heavy
20	Century Schoolbook
21	Palatino
22	Garamond
23	Bookman
24	Lubalin Graph
25	Souvenir
26	Benguiat

ID	Font
27	Glypha
28	Friz Quadrata
29	Zapf Chancery
30	Trump
31	Melior
32	Galliard
33	Baskerville
34	Goudy
35	Park Avenue/Coronet
36	Bodoni
37	Bodoni Poster
38	Century Old Style
39	Cheltenham
41	Brush
42	Lubalin Graph Extra Bold
43	Century II
44	Windsor
45	Lucida Serif
46	Clarendon Roman/Bold
47	American Classic
48	American Classic Extrabold
49	Century II Light
50	Helvetica Narrow

ID	Font	ID	Font
51	Avant Garde	74	Trade Extended
52	Optima/Autumn	75	Dom Casual/Diagonal
53	Korinna	76	Globe Gothic Outline
54	Helvetica Light	77	Manhattan
55	Helvetica Black	78	Optima Outline
56	Franklin Gothic	79	Uncle Sam Open
57	Franklin Gothic Heavy	80	Broadway
58	Helvetica Condensed Light	81	Avant Garde
59	Helvetica Condensed	82	Futura Light
60	Helvetica Condensed Black	83	Futura Book
61	Antique Olive	84	Futura Heavy
62	Futura	85	Futura Extra Black
63	Gill Sans	86	Futura Medium Condensed
64	Gill Sans Extra Bold	87	News Gothic
65	Univers/Zurich	88	Hobo
66	Bauhaus	89	Revue/Ravel
67	Triumvirate	90	Free Style Script
68	Helvetica Outline	100	American Typewriter
69	Lucida Sans	101	Machine
70	Antique Olive Compact	102	Courier
71	Univers Extra Bold	103	Prestige Elite
72	Trade Condensed	104	Orator
73	Trade Extracondensed	105	Letter Gothic

ID	Font
106	Lucida Monospaced
128	Symbol
129	Zapf Dingbats
130	Sonata (Music)
131	IBM Keycap
132	Carta
133	Bitstream Mono Spaced
150	Brushwood
151	Stencil/Diamond

ID	Font
152	AAchen Bold/Sage
153	Toujours
155	Gospel
157	Mercury
158	Cargo
159	Sprite
161	Wagner
170	Clearface
254	Europa

Hyphenation

Timeworks Publisher employs a system of automatic hyphenation based on hyphenation rules and an exceptions dictionary.

The exceptions dictionary consists of:

■ Words that are exceptions to the hyphenation rules, and

■ Words that you do not wish to be hyphenated at all.

The hyphenation exceptions dictionary can be edited directly, e.g. to add proper names to the list of words which you do not wish to be hyphenated at all.

However, failure to follow the rules below can cause problems when running Timeworks Publisher. You are therefore advised to make a backup copy of the hyphenation exceptions dictionary before you start editing it. If you experience any problems using Timeworks Publisher with the edited hyphenation exceptions dictionary, use the original version.

Editing the exceptions dictionary

The hyphenation exceptions dictionary is a file called UKUS.XCP, found in the PUBLISH folder where you have installed Timeworks Publisher. Use a word processor such as 1st Word Plus to edit the file *after* you have made a backup copy of it.

These rules should be strictly followed when editing the hyphenation exceptions dictionary:

■ Words added to the list should be inserted in strict alphabetical order. If in doubt, refer to the correct position of the character in the modified Atari character set which is listed at the end of this chapter.

■ If you do not wish a word to be hyphenated at all, add the word to the list without a hyphen.

■ Place a hyphen wherever you wish a particular word to be hyphenated. You can insert more than one hyphen, as a word can be hyphenated at more than one point.

■ Save the file in ASCII format.

NOTE If you edited the hyphenations exceptions dictionary supplied with an earlier version of Timeworks Publisher you can use it with this version of the program. Delete the file UKUS.XCP in the PUBLISH folder and rename the file PUBLISH.HYP to UKUS.XCP. Timeworks Publisher will then use your original edited hyphenations exceptions dictionary.

The Atari character set

Timeworks Publisher for the ST is supplied with a modified Atari character set which is listed on the following pages. You can insert these characters at the text cursor position by selecting **Character entry** from the **Edit** menu and typing the appropriate number in the **Char. No.** box.

Decimal	Character	Decimal	Character
33	!	51	3
34	"	52	4
35	#	53	5
36	$	54	6
37	%	55	7
38	&	56	8
39	'	57	9
40	(	58	:
41	)	59	;
42	*	60	<
43	+	61	=
44	,	62	>
45	-	63	?
46	.	64	@
47	/	65	A
48	0	66	B
49	1	67	C
50	2	68	D

Decimal	Character	Decimal	Character
69	E	92	\
70	F	93	]
71	G	94	^
72	H	95	_
73	I	96	'
74	J	97	a
75	K	98	b
76	L	99	c
77	M	100	d
78	N	101	e
79	O	102	f
80	P	103	g
81	Q	104	h
82	R	105	i
83	S	106	j
84	T	107	k
85	U	108	l
86	V	109	m
87	W	110	n
88	X	111	o
89	Y	112	p
90	Z	113	q
91	[	114	r

Decimal	Character	Decimal	Character
115	s	139	ï
116	t	140	î
117	u	141	ì
118	v	142	Ä
119	w	143	Å
120	x	144	É
121	y	145	æ
122	z	146	Æ
123	{	147	ô
124	|	148	ö
125	}	149	ò
126	~	150	û
128	Ç	151	ù
129	ü	152	ÿ
130	é	153	Ö
131	â	154	Ü
132	ä	155	¢
133	à	156	£
134	å	157	¥
135	ç	158	ß
136	ê	160	á
137	ë	161	í
138	è	162	ó

Decimal	Character	Decimal	Character
163	ú	186	´
164	ñ	187	†
165	Ñ	188	¶
166	ª	189	©
167	º	190	®
168	¿	191	™
169	"	194	Á
170	¾	195	Â
171	½	196	È
172	¼	197	Ê
173	¡	198	Ë
174	«	199	Í
175	»	200	Ì
176	ã	201	Î
177	õ	202	Ï
178	Ø	203	Ó
179	ø	204	Ò
180	œ	205	Ô
181	Œ	206	Ú
182	À	207	Ù
183	Ã	208	Û
184	Õ	209	Ý
185	¨	210	Ÿ

Decimal	Character
213	ý
216	„
217	...

Decimal	Character
218	‰
221	§
225	ß

Summary

This chapter has provided more technical information such as how to prepare text for import and how to edit the hyphenations exceptions dictionary. The next chapter provides definitions of terms used in this manual with which you may not have been familiar.

9: Glossary of DTP terms

Glossary of DTP terms

ASCII text　　　Acronym for **A**merican **S**tandard **C**ode for **I**nformation Interchange. A computer code used to represent letters and numbers.

Aspect ratio　　The relationship between the height and width of an image when it is displayed on screen or printed out.

Baseline　　　　An imaginary line connecting the bottoms of capital letters.

Binding margin　Extra space added to the side of a printed page to allow for punching or binding: usually the left-hand side of a right page and the right-hand side of a left page.

Body text　　　　The main text of a document.

Bold text　　　A weight of text characterized by **thick heavy** lines. Compare with *Light text*.

Boxed text　　　Text which has a box drawn around it.

Bullet　　　　A heavy dot or other symbol, used as an ornament before a paragraph and in lists.

Case　　　　　Letters can be either upper case (CAPITAL letters) or lower case (small letters).

Centred text　　Text which is positioned halfway between the left and right edges of the frame.

Character　　　Any single letter, number, punctuation mark, or symbol.

Clipboard　　　A temporary holding place for a block of text, a frame, or a graphic which has been cut or copied.

Column	The vertical arrangement of text on the page.
Column guides	Dotted lines only visible on screen which can be used to help position frames on the page.
Copy	To save a block of text, a frame or a graphic to the clipboard without deleting the original copy in the document. Compare with *Cut*.
Crop	To mask unwanted areas of an image.
Cut	To remove a block of text, a frame, or a graphic from a document and place it on the clipboard.
Decimal tab	A type of tab stop which allows columns of decimal numbers to be aligned on the decimal point.
Document	The combination of text, pictures and style sheet. Also called a Timeworks Publisher DTP file.
Em	A unit for measuring width which is equivalent to the point size of the font in question.
En	A unit for measuring width, usually half the width of the em, and equivalent to the width of the lowercase n.
Exceptions dictionary	A file containing a list of words that are exceptions to the standard hyphenation rules or which are not hyphenated at all. This file is used by Timeworks Publisher when determining where to split a word at the end of a line.
Export text	Extract text from a DTP file so that it can be edited using a word processor.

Fixed space	A space used to keep words together on the same line which is never "stretched" during justification. Compare with *Variable space*.
Font	A complete set of characters of the same design, style and point size.
Footer	A line of text which appears at the foot of every page.
Format	The visual appearance of a page of text, including its shape, size and margins.
Frame	A rectangular box used to hold text, pictures, or graphics.
Graphics grid	A piece of "graph paper" within a graphics frame. With **Snap to grid** turned on, graphics are aligned to the grid points on this graph paper when they are drawn or moved.
Greeking	A method of representing text by a series of horizontal lines, used when text is too small to display legibly.
Handles	Small open squares on the edges and corners of a selected frame or graphic which are used for sizing.
Hanging indent	A paragraph style where the first line is flush with the left margin and subsequent lines are indented.
Hairline	A very thin line.
Header	A line of text which appears at the head of every page.
Highlight	To emphasize an area of text in some way, e.g. in reverse video.

Hyphenation	Placing a hyphen where a word has been split at the end of a line.
Hyphenation "hot zone"	An invisible area at the end of every line which is used when determining how ragged text is. The larger the hot zone, the more ragged the text will be.
Image file	A picture consisting of dots, created with a "painting" program or a scanner. Compare with *Line-art file*.
Import	To load text or a picture created with another program.
Indent	The gap between the left or right-hand margin and one or more lines of text.
Italic text	A style of text characterized by letters slanting to the right. Compare with *Roman text*.
Justified text	Text which is flush with both the left and right margins. This is achieved by adding extra space between the words in each line if necessary.
Kerning	Adjusting the spacing between pairs of characters to create a more pleasing effect.
Landscape	A horizontal page, where the width of the page is greater than its height. Compare with *Portrait*.
Leader	A row of characters, usually dots, used to guide the reader's eye across the page.
Leading	The distance from the baseline of a line of text to the next.
Left-aligned text	Text which is flush with the left margin and uneven on the right margin. Compare with *Right-aligned text*.

Letter spacing   When text is justified, extra space is inserted between the words in each line (see *Justified text*). If this space exceeds a user-defined maximum value (see *Word spacing*), then extra space is added between the letters in each word.

Light text   A weight of text characterized by thin light lines. Compare with *Bold text*.

Line-art file   A picture consisting of lines, curves, etc., created with a "drawing" program. Compare with *Image file*.

Margin   The white space surrounding the text area of a page.

Marked block   A highlighted section of text which can be edited.

Markup language   A series of codes representing typesetting information (such as paragraph style) that can be inserted into text using a word processor, before importing it.

Master page   A single or double-sided page which acts as a "template" for any new pages added to a document.

Monospacing   A method of spacing characters where each character occupies the same amount of horizontal space. Compare with *Proportional spacing*.

Orphan   The first line of a paragraph situated at the bottom of a column or page, separated from the rest of the paragraph in the following column or page. Compare with *Widow*.

Padding   The space around a frame which text cannot overlap.

Page format   The arrangement of text, pictures, and graphics on a page.

Paragraph style	The name for a particular type of paragraph with its own set of features, e.g. font, point size, bullets and indents.
Paste	To insert the contents of the clipboard into a document.
Pica	A typesetting unit of measurement equal to 1/6 of an inch.
Picture format	The kind of file (line-art or image) a picture has been saved as.
Point	A typesetting unit of measurement equal to 1/72 of an inch.
Point size	The height of a font measured in points.
Polyline	A curved line made up of straight line segments.
Portrait	A vertical page, where the height of the page is greater than its width. Compare with *Landscape*.
Proportional spacing	A means of spacing characters such that the space each character occupies varies according to the width of that character, eg the letter i occupies less space than the letter m. Compare with *Monospacing*.
Ragged text	Text which is flush with the left margin and uneven on the right margin.
Repel text	To make text run around the outline of a frame.
Reverse video	With black and white reversed; so that white characters are displayed on a black background.
Right-aligned text	Text which is flush with the right margin and uneven on the left margin. Compare with *Left-aligned text*.

Rivers

The excessive spaces in justified text which join together to form white "rivers" running through paragraphs of text.

Roman text

A style of text characterized by upright letters of "normal" thickness. Compare with *Italic text*.

Sans serif

A style of font which does not have short lines or curves (serifs) attached to its characters.

Scale

To increase or decrease the size of an image file within a frame. See also *Aspect ratio* and *Whole pixel scaling*.

Serif

A style of font which has short lines or curves (serifs) attached to its characters.

Snap

To make a frame or a graphics object only positionable on the current ruler divisions or column guides.

Soft hyphen

A hyphen inserted by the user which overrides any automatic hyphenation by the program. A soft hyphen placed at the beginning of a word indicates that the word is not to be hyphenated at all.

Story

A text file imported into Timeworks Publisher.

String

A series of characters and/or spaces of any length.

Style sheet

The master page and paragraph styles for a given document.

Subscript

Text, in a reduced point size, which is dropped below the baseline of the surrounding text.

Superscript

Text, in a reduced point size, which is raised above the baseline of the surrounding text.

Tab stop/point   A means of aligning text in columns using (TAB).

Text cursor   A thin vertical line which indicates where text editing will take place.

TIFF   Acronym for **T**agged **I**mage **F**ile **F**ormat, an industry standard image file format.

Tint   The underlying shade or pattern of a frame.

Toggle   An option which is like a light switch i.e. it can be either on or off.

Typeface   The appearance and style of type, e.g **bold** or *italic*.

Variable space   A space inserted by pressing **Space**, which may be "stretched" during justification. Compare with *Fixed space*.

Visibility   Whether a frame is opaque or transparent.

Whole pixel scaling   A method of scaling an image file so that each dot in the image is represented with a whole number of dots on the printer.

Widow   The last line of a paragraph situated at the top of a column or page, separated from the bulk of the paragraph in the preceding column or page. Compare with *Orphan*.

Word spacing   The adjustment of the minimum and maximum amount of space allowed between words.

WYSIWYG   Acronym for **W**hat **Y**ou **S**ee **I**s **W**hat **Y**ou **G**et. It refers to the ability to show on screen an accurate representation of what will be printed out.

10: Timeworks Publisher sample style sheets

Style sheets

This chapter is a brief guide to the style sheets provided with Timeworks Publisher. Further information on the use of style sheets and paragraph styles is found in Chapter 4, entitled *Laying out your document* and Chapter 7, *Hints and tips*.

What is a style sheet?

Every Timeworks Publisher document (.DTP file) you create is formatted with a style sheet. The style sheet is a .STY file containing the master page(s) and a set of paragraph styles. Timeworks Publisher comes supplied with a "library" of style sheets for you to use when creating new documents. We've used the Newsletter style sheet to briefly illustrate how the paragraph tags are made up.

How to use an existing style sheet

When you start a new document by selecting **New** in the **File** menu, you can either use the default style sheet supplied or load an existing style sheet. Click on Yes to load one of the sample style sheets provided. When you have made your changes, click on **Save style sheet** in the **File** menu to give it a new name.

You may find it easier to create your own version of one of the supplied style sheets by loading its associated DTP file so that you can see the effect of any changes you make on the text and graphics files within it. Once you have made your changes, click on **Save style sheet** in the **File** menu to save your new style sheet on disk.

The Newsletter page

This is a description of the paragraph tags used on the **Newsletter** page on the right.

Subhead   Centred title used to indicate a new section or short article. 20 point Times (Serif) bold on 12 point leading.

Body text   The style used for most of the text. It is in 10 point Times roman on 12 point leading. The style is ragged, suitable for narrow columns where justified text can cause large gaps between the words.

Caption   A centred style used here for picture captions. This is in 10 point Times (Serif) bold on 5 point leading.

Subsmall   For titles below a **Subhead** paragraph. This is flushed left in 12 point Times (Serif) bold on 14 point leading.

Body tab   Used to create a list of items spaced out by tabs. This has the same point size as **Caption**.

Text tint   A style of text used in a tinted frame to draw attention to the article. This has the same point size as **Body text**.

Bullet   The initial Dingbat character adds emphasis in a list of points. 10 point Times (Serif) on 10 point leading.

Footer   A paragraph style generated automatically by Timeworks Publisher when a single master page is selected and text is entered for the footer. This paragraph style uses 10 point Times (Serif) roman.

Newsletter

Subhead ———

Body text ———

Caption ———

Subsmall ———

Body tab ———

Text tint ———

Bullet ———

Footer ———

THE

MARLIN NEWS

Volume 4   Issue 2

January 1992

Commodore's Column

As we enter a new year I just hope the weather is kinder to us than it was in 1991.

I must be one of a very few people in the country who groan out load when the weather turns out to be fine and dry - but it just doesn't help the water level.

I suppose we should be grateful that the dreaded blue green algae stayed away. The Water Authority treated the lake all summer and whatever they used did the trick! Their support for us is much appreciated by all I'm sure. However, let's hope we won't need to call on their services again this summer!

Sailors from the Club gained excellent results at all levels of sailing in 1991. We really do have talent in depth at Marlin! Let's hope we'll do just as well in 1992!

Well I had better sign off now, and leave some space for the Editor to fit in his "other" articles.

Happy sailing.

Crèche

The creche now operates on Sundays and has the use of the building near the sandpit. Everyone with small children are welcome. Ring *Carol Cook* (0480) 496789 for more details, or come and see us at the club.

Facilities

Last year was a year of consolidation, ie, the maintenance, repair and improvement of existing assets, rather then spending on major new capital items.

Hopefully we will be able to rectify this in the not too distant future!

The club already has permission for limited camping and overnight use of camper vans in connection with sailing activities and has now submitted a planning application for limited acceptance of trailer caravans. This is in line with facilities being offered by comparable clubs elsewhere in the country and reflects the steady increase in the use of leisure facilities.

Events

It has been decided this year to provide club events on the four bank holidays of spring and summer.

➤ *Easter Weekend* we are planning a team event, with the aim to develop some enthusiasm for team racing within the club.

➤ *May Day* a two hour pursuit race has been organised, which we are hoping will attract many entries.

➤ *Spring Bank Holiday* will be used primarily to promote the club and a substantial number of visitors are expected to attend throughout the day.

➤ *August Bank Holiday* will take the form of a family day and various events will be organised afloat and ashore.

Results

Wednesday Evening Series:

Fast Fleet

1.	James Green	Fireball
2.	Phil Edmund	Fireball
3.	Simon Read	Flying Fifteen

Slow Fleet

1.	Tony Watkins	Enterprise
2.	Dave Lucas	Enterprise
3.	Martin Smith	Laser

Catamarans

1.	John Stead	Hurricane
2.	Chris Payne	Hurricane
3.	Andy Grove	Dart 15

Sailing Times

Until January 27th, the morning start will be 11.00 and the afternoon at 13.30. From January 27th until March 24th, morning starts will be at 11.45, and the afternoon will be 13.45.

Times for the rest of the year will be published in our next newsletter.

Photo of Alan Cook

Alan Cook
Commodore of the Club

NEWS.STY

This is based on a three column grid which is particularly useful for news sheets and magazines.

Flier 1

Learning is just plain Sailing !

Courses for everybody

Learn to sail under the expert guidance of our team of qualified instructors. By the end of your course you'll be ready to enter our club races in the last week of the summer season.

Week or weekend?

We offer week and weekend courses leading to national certificates of sailing standards. All ages and skill levels are welcome.

Courses will be running from 1st of June to the 30th of September. All clothing and equipment is provided. Your instructor will allocate the craft most suited to your level of experience.

Evening activities

After a day on the lake come along to our evening classes in the Club House. Topics for discussion include:

➤ navigation

➤ basic, intermediate and advanced sailing skills

➤ first aid

➤ healthy eating at sea

➤ coping with isolation.

(Unfortunately these evening sessions must be restricted to adults only because of the Club House bar licence.)

Hospitality

Meals are available at the club though you may wish to explore some of the excellent local facilities. Accomodation can be arranged on request.

When you are not on the water, relax in the peaceful surroundings of the small market town which is just a few minutes walk from the Marlin Sailing Club.

A crèche facility is available or you can leave the children in our instructors' capable hands whilst you have a well-earned break.

Book early!

Book your course one month in advance for free membership to the Marlin Sailing Club until the end of the summer season!

Special rates are available for family and group bookings.

For more details and a booking form contact Carol Cook or John Summerville at the Marlin Sailing Club.

Marlin Sailing Club ✦ The Meadow ✦ St. Ives ✦ Cambs PE17 4LG ✦ Tel. 0480 496789

FLIER1.STY

This is based on a two column grid. The central feature is the text flowing around both sides of the illustration.

Flier 2

Learning is just plain Sailing !

Courses for all the family

Learn to sail under the expert guidance of our team of qualified instructors. By the end of your course you'll be ready to enter our club races in the last week of the summer season.

Week or weekend?

We offer week and weekend courses leading to national certificates of sailing standards. All ages and skill levels are welcome.

Courses will be running from the 1st of June to the 30th of September. All clothing and equipment is provided. Your instructor will allocate the craft most suited to your level of experience.

Hospitality

Meals are available at the club though you may wish to explore some of the excellent local facilities. Accomodation can be arranged on request. When you are not on the water, relax in the peaceful surroundings of the small market town which is just a few minutes walk from the Marlin Sailing Club.

A crèche facility is available or you can leave the children in our instructors' capable hands whilst you have a well-earned break.

Book early!

Book your course one month in advance for free membership to the Marlin Sailing Club until the end of the summer season! For more details and a booking form contact Carol Cook at the Marlin Sailing Club.
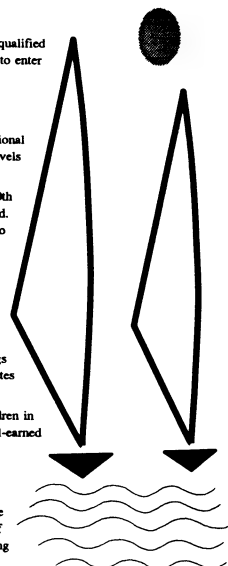
Marlin Sailing Club ♦ The meadow ♦ St. Ives ♦ Cambs PE17 4LG ♦ Tel. 0480 496789

FLIER2.STY

The headline background was created by drawing thin graphics lines across the headline frame. Here, text only flows around the left side of the illustration.

Front page of report

Marlin Sailing Club
The Meadow, St.Ives, Cambridgeshire PE17 4LG.

Annual Report
1992

Alan Cook, Commodore
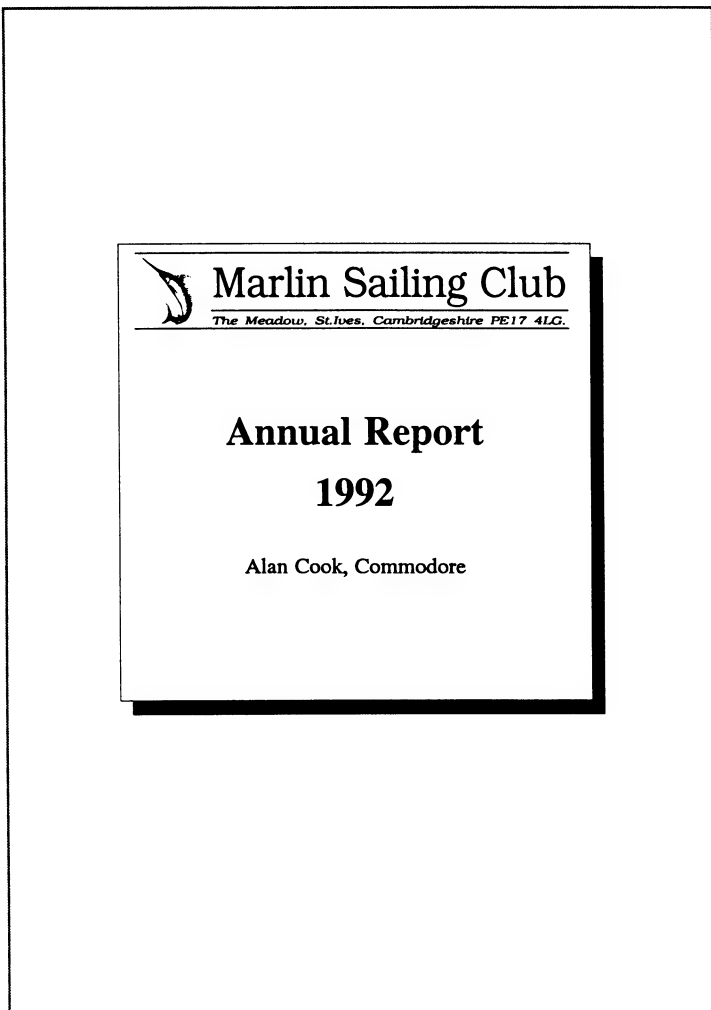
REPORT.DTP

The shadow effect was created by overlapping an opaque white frame on top of a tinted grey frame.

Report

Membership

Membership has continued to show a very encouraging trend over 1992. With a net gain of 32 members over 1992, I am pleased to report that the Marlin Sailing Club has never looked healthier. The results of our Questionnaire, which are expanded in full in Appendix IV, showed this was due to the following factors:

- ◆ Increased leisure time, particularly as people are retiring earlier these days.
- ◆ Increased desire to become more active, healthy and out-of-doors people.
- ◆ An increase in interest in sailing following the excitment in the America's Cup.

Analysis of Membership as at 31/12/1992

	Type of Membership			
Type of craft	Full	Family	Junior	TOTAL
505	25	7	0	32
Enterprise	22	6	2	30
Fireball	28	8	0	36
Hornet	16	1	0	17
Lark	21	7	1	29
Mirror	8	11	27	46
Wayfarer	13	16	0	29
Sailboards	31	9	7	47
Social members				23
New members	22	11	8	41
Lapsed members	6	2	1	9
TOTAL END 1992	180	74	44	326

With only nine members leaving, the Club has retained its strengths in Fireball, Mirror and Sailboard members. New recruits showed an even spread of interests.

With the annual subscription increase of 8% over last year the Club gained a total income of £23,735 from subscriptions alone. Please refer to the more detailed analysis in the accounts section on Page 18.

Annual Report 1992   Page 7 of 20

REPORT.STY

Tabs were used to create the table in the tinted frame. The body text paragraphs have a first line left indent.

Letter

Marlin Sailing Club
The Meadow, St.Ives, Cambridgeshire PE17 4LG.

29th January 1992

Mr A Fisher
14 Pleasant Drove
Doddington
Cambridgeshire
PE15 9TU

Dear Mr Fisher

Further to your letter dated 24th January, I am pleased to have this opportunity to tell you more about the *Marlin Sailing Club*.

The club was founded in 1980 by *Alan Cook*, the Owner and Commodore of the Club, and myself. It is located by its own lake on forty acres of land near *St Ives*.

Apart from the attractions of pleasantly landscaped surrounds, the club has built up some excellent facilities including club house, bar, dining area, changing rooms, showers and our *Lakeside Chandlery*, which retails all water sports related equipment.

The *Marlin* is a friendly family club which caters not just for the avid sailors but also the social members who enjoy safe swimming, ample picnic areas and a full range of social gatherings throughout the year.

Racing takes place every Saturday and there are additional mid-week series in the Summer months, on Wednesday evenings. Racing is provided for Wayfarers, Scorpions, Enterprises, Lightnings and Lasers for the Spring, Summer and Autumn series and the General Handicap is always well supported and keenly competitive.

Windsurfers are a welcome and enthusiastic section of the club and are available for hire to club members.

I hope this answers your enquiry. However, should you require any further information, or wish to become a club member, please do not hesitate to contact me.

Yours faithfully

Carol Cook
GENERAL SECRETARY

LETTER.STY

All these paragraph styles are flushed left. This is a simple style sheet which you can easily modify for a variety of documents.

Memo

Memorandum

TO: Malcom Smith
FROM: Alan Cook
COPIES: Carol Cook, Martin Sail
DATE: 20/01/92
SUBJECT: *Discount to Club Members*

It has been decided that we will start offering discounts to our long serving Club Members, on all equipment at the Lakeside Chandlery.

Members will be eligible for discount as long as they fall into the following categories:

➤ If they have been a member for over a year, they will receive 10% discount on all items.

➤ When their membership reaches three years, this will then increase to 15%.

➤ Then, for those who have been members for over five years, there will be a 20% discount.

➤ "Life-members", those who have been with us for ten years or more, will get 25% discount. They will also be given half price Club Membership as an extra bonus!

I'd like to arrange a meeting with you sometime next week to discuss this proposal further. If possible I'd like this scheme to be up and running by the 1st of March.

I'm sure you will agree, this could be a great opportunity for us to gain new members and to keep those that we already have!

Please let me know when you will be free to discuss this.

MEMO.STY

This style sheet uses a top and bottom frame border to draw attention to the page. Bullets have been used for a list of points.

Invoice

Lakeside Chandlery
The Meadow,
St. Ives,
Cambridgeshire PE17 4LG
Tel. 0480 496 789
Fax. 0480 496 189

Lakeside Chandlery

SALES INVOICE

Invoice No: 26 609
Invoice Date: 07.02.92

Invoice To:		Deliver To:	
Malcom McDonald		Malcom McDonald	
23 Russett Way		23 Russett Way	
St. Ives		St. Ives	
Cambridgeshire PE17 3RT		Cambridgeshire PE17 3RT	

Invoice No.	Date of Invoice	Client Order No.	Sales Order No.
26 609	07.02.91	RN012	20704
	Account No.	Rep. Sales	No. of Parcels
	S105	Gavin Smith	2

Product Code	Description/Serial Number	Quantity	Price	Totals
57488	Silva 85 regatta compass	1	54.80	54.80
67567	RWO Trapeze handle	2	5.40	10.80
84690	HOLT Spring hook, 44 mm	4	1.25	5.00
67456	D Shackle, 10mm	5	0.99	4.95
96607	SERVO11 Fairlead top mount	2	4.50	9.00
22500	SUPERSPAR Spinnaker pole	1	45.50	45.50
96000	YACHTSPEED Standard blocks	4	2.80	11.20
48485	MUSTO Trapeze harness	1	56.30	56.30
			Total Value	197.55
			VAT @ 15.0 %	29.63
			Total Due	227.18

Terms: 30 DAYS FROM DATE OF INVOICE   VAT NO. 201 9010 188

INVOICE.STY

This style sheet is made up of bordered frames which divide the invoice into smaller sections. Modify this style sheet for different forms you might design.

List

Marlin Sailing Club
Boats Register 1992

Class	Boat No.	Name of Boat	Colour	Helmsperson
Enterprise	21560	Free Spirit	White	John Taylor
Enterprise	14560	Bell Bow	White	Simon Ferguson
Enterprise	12300	Simply Red	Red	David Jarvis
Enterprise	11479	Cathrine	White	Peter Howard
Laser	137696	Dragonfly	Blue	Malcom McDonald
Laser	221177	Amadeus	White	Andrew Adams
Laser	101778	Little Rocket	White	Duncan Henderson
Laser	130026	Wedge III	Blue	Martin Robinson
Laser	120140	Out To Lunch	White	Miles Morris
Fireball	14061	Windclipper	Blue	Anna Coventry
Fireball	14405	Daybreak	Yellow	Sean Holmes
Fireball	15600	Fleet Foot	White	Harry Coleman
505	8210	Top Gun	Red	Tony Gower
505	7122	Flying Cloud	White	Jonathan Roberts
505	7470	Wild Thing	White	Paul Yates
505	8003	Jaws	Blue	Mike Phillips
505	7707	Overdraft	White	John Summerville

Marlin Boats Register   page 1 of 6   February 1992

BOATLIST.STY

Tabs have been used to create the five columns. Notice how the second column is right-aligned to line-up the numbers whilst the other columns are left-aligned.

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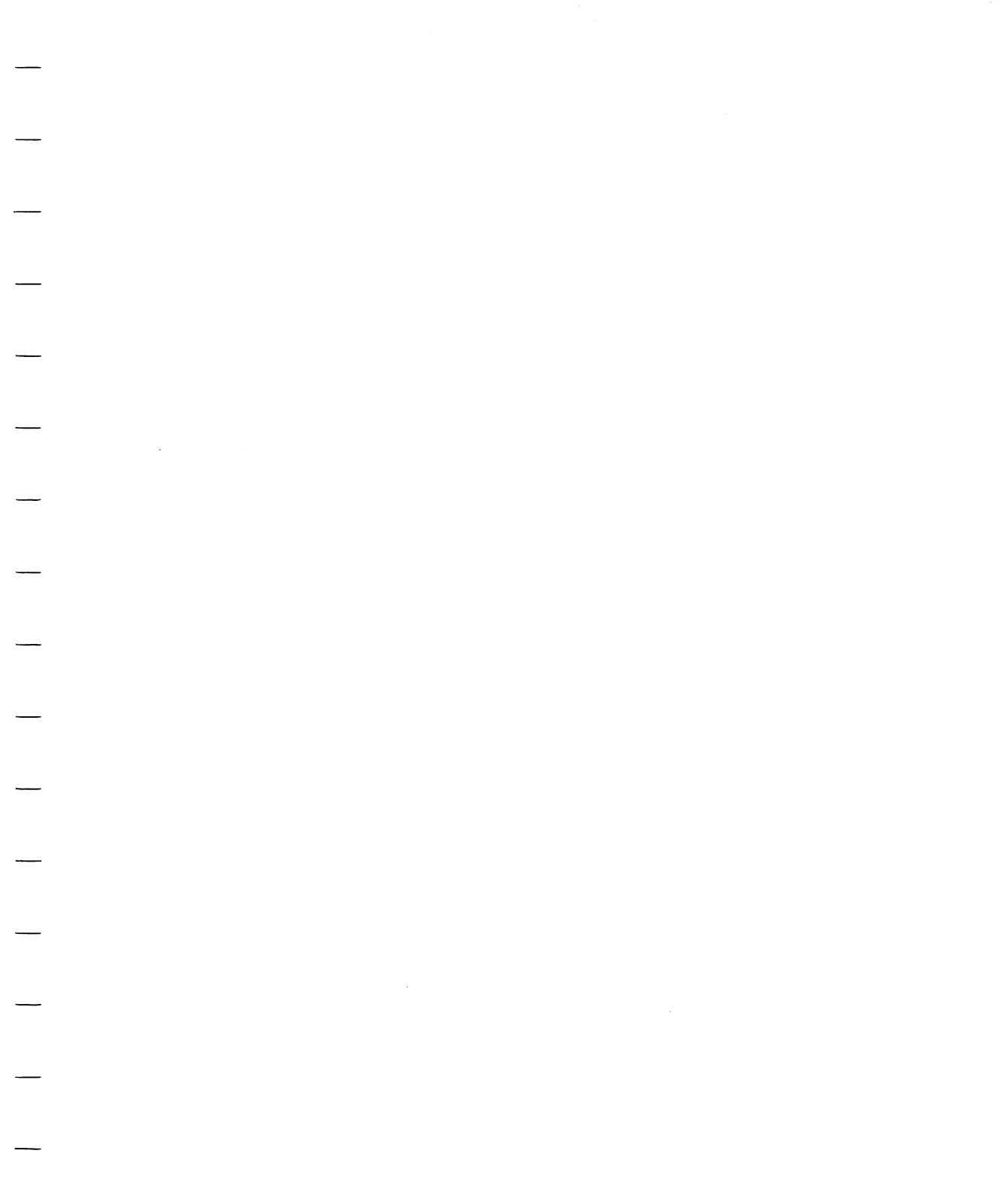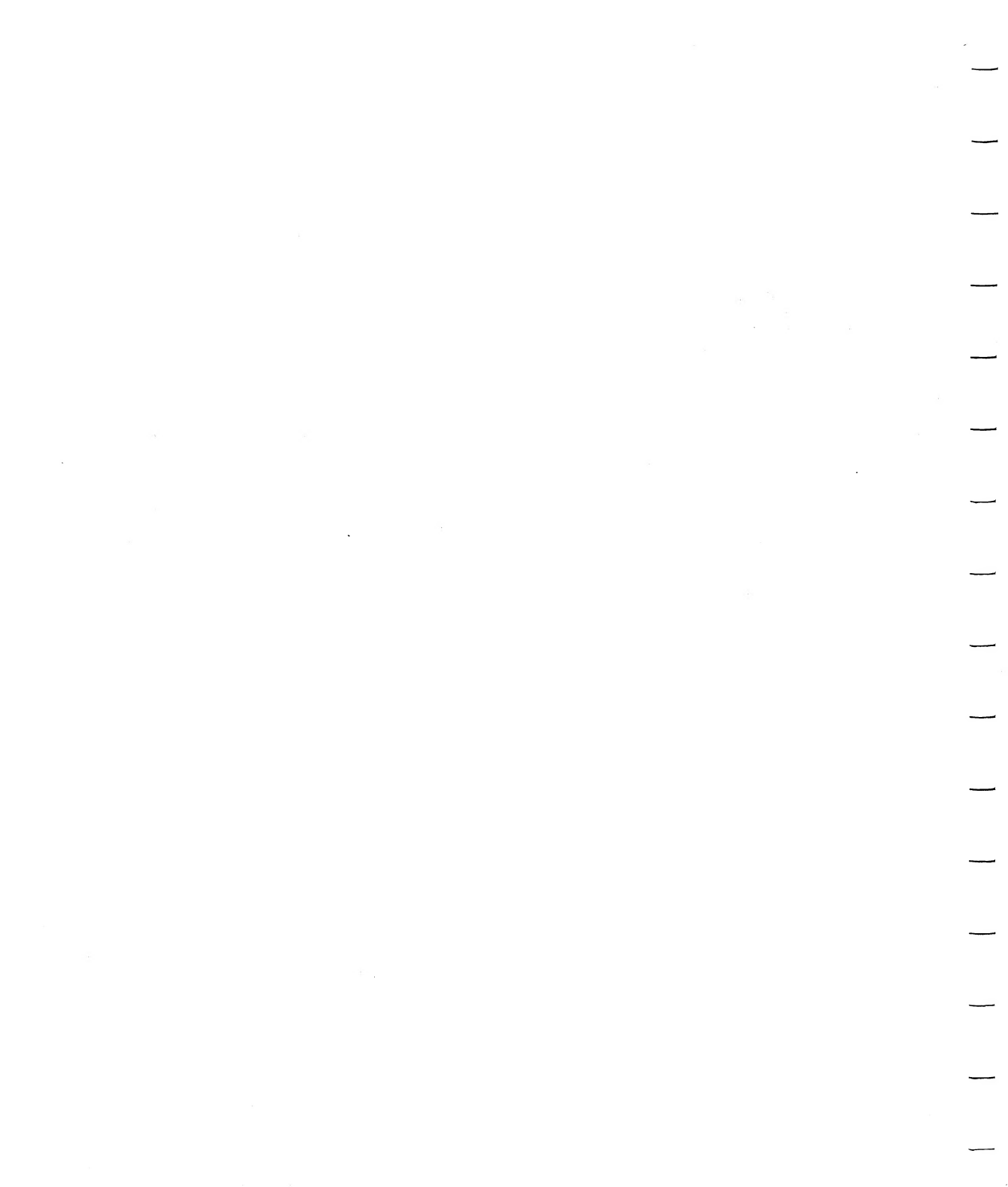Word processor, 45, 128, 235
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284

Please read the README file which is on Master Disk 1. It provides important information which is not included in the Timeworks Publisher *User manual*. The information below is repeated in the README.

Defining frame borders around bitmap images

Read these notes if you import bitmap images into Timeworks Publisher. Bitmap images are produced by packages including Degas™ and Neochrome™ and in formats including .PCX and .IFF files.

Defining a frame border is described on Pages 141-144 of the *User manual*. However, if you intend to print documents which feature bitmap images with irregular frame borders, you must define the irregular borders using the method described below:

1. Import the text and picture files that you wish to use and place them in the required frames.

2. Position the frames as you wish them to overlap.

3. Select the frame containing the text and click on **Bring to front** in the **Page** menu. This will move the text frame over the picture frame.

4. With the text frame still selected, click on **Frame tint** in the **Options** menu and select **Clear** from the **Visibility** box.

    You should now be able to see the picture behind the frame containing the text.

5. With the text frame still selected, click on Repel text in the Options menu.

6. On the Repel Text form, select Define border for the Left or Right border as required. Now draw a border around the picture which you can see underneath the text.

7. When you have finished drawing the border, double-click to display the Repel Text form again. Check that Repel Text This Frame is set On.

8. Click on OK to remove the Repel Text form. The text frame now has an irregular border which traces around the picture.

You can reposition the frames and redefine the text frame's border to improve the flow of text around the picture.

The method above is required to avoid a problem which is caused by the Atari GDOS printer drivers. This problem will be resolved when we receive the new printer drivers from Atari Corp. Please complete and return your registration card to ensure that you are informed when we have resolved the problem.

NOTE   Follow the instructions on Pages 141-144 in Chapter 5 of the *User manual* to define irregular borders around pictures which are *not* bitmap images.